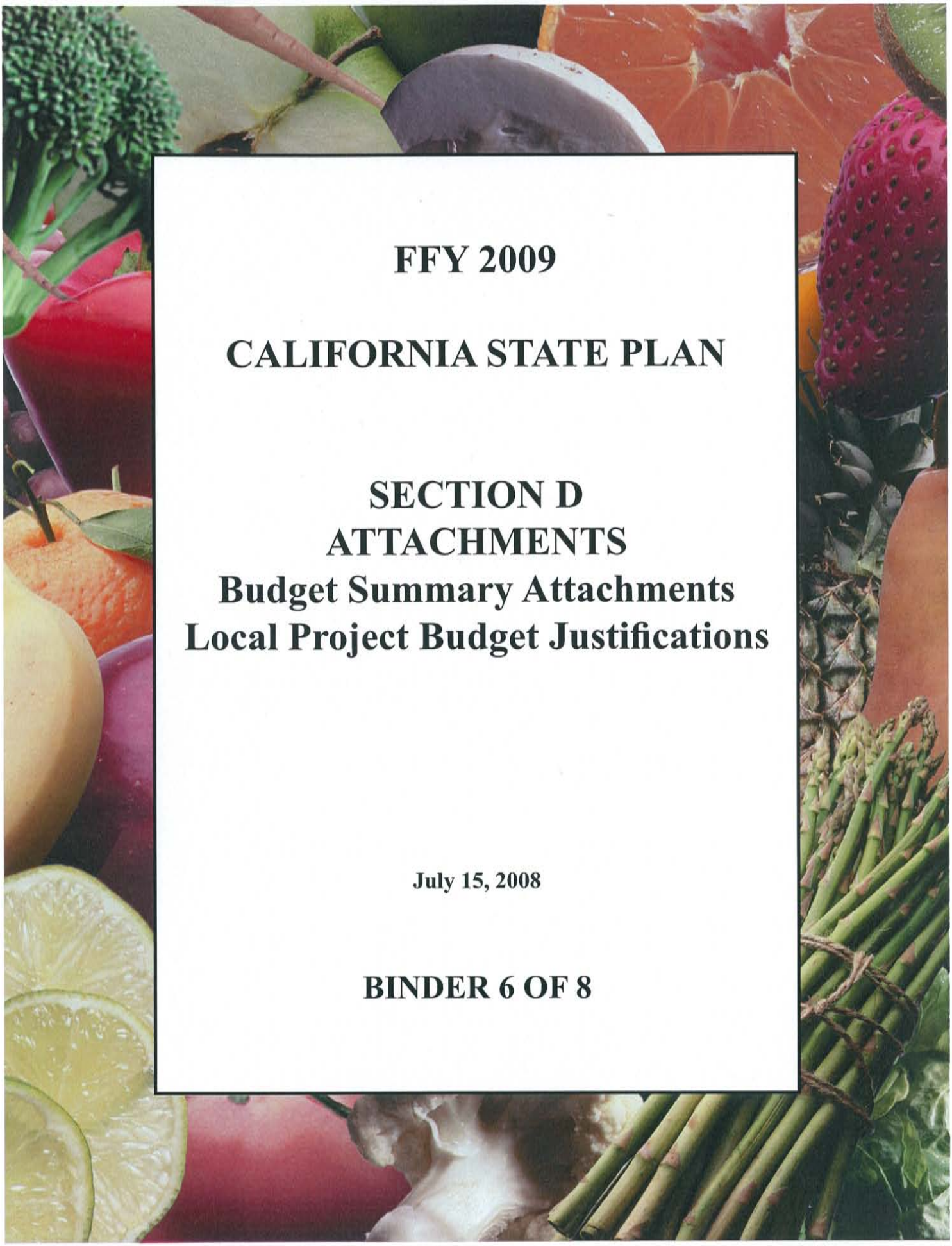

FFY 2009

CALIFORNIA STATE PLAN

SECTION D
ATTACHMENTS
Budget Summary Attachments
Local Project Budget Justifications

July 15, 2008

BINDER 6 OF 8

FFY 2009
California State Plan for Federal Fiscal Year 2009
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- City Governments
- Colleges/Universities – Public
- County Offices of Education
- Indian Tribal Organizations
- Local Public Health Departments – Cities & Counties
- Parks & Recreation Agencies
- Schools/School Districts – Low Resource
- University of California Cooperative Extension

II. Non Profit Organizations

III. Special Local Projects

- Local Food & Nutrition Education Projects (LFNE)

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BUDGET JUSTIFICATION Contractor: Asian Pacific American Legal Center (Southeast Asian Community Alliance)
October 1, 2008 through September 30, 2009 Contract #: 08-85172

												Federal Share Total Dollars
F.	**SUBCONTRACTORS:**											
	Federal Share:											
		Healthy School Food Coalition										
		Project Administor - Mark Vallianatos	(.05 FTE @ $65,000/year)									$ 3,250
		Project Coordinator - Elizabeth Medrano	(.20 FTE @ $38,000/year)									$ 7,600
		Project Coordinator - Laura Palomares	(.20 FTE @ $40,000/year)									$ 8,000
		Contract Manager - Jessica Gudmundson	(.05 FTE @ $40,000/year)									$ 2,000
		Fringe benefits are 28.6% of total salaries.										$ 5,963
		General office expenses may include paper $300; ink/toner $200										$ 500
		Postage for dissemination of materials and contract reporting/invoicing $150										$ 150
		Copying costs for material distribution $100										$ 100
		Project Administrator, Mark Vallianatos and Project Coordinators, Elizabeth Medrano and Laura Palomares will be doing the following travel:										$ 290
		Local travel to 5 community meetings, visits school sites and community members for 3 staff members is estimated at $1,500.										
		Local travel includes mileage reimbursement for 575 miles at $.445/mile and bus fare reimbursement at $62/month for 12 months.										
											SUBTOTAL:	$ 27,853
G.	**OTHER COSTS:**											
	Federal Share:											
		(10) Community Meetings $500 (Meeting costs include space rental $50)										$ 500
		(4) Cooking demonstration $200 (food and serving utensils for 60 participants per class = $50 each class)										$ 200
											SUBTOTAL:	$ 700
	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.											
H.	**INDIRECT COSTS:**											
	Federal Share:	20% of $68,427 Total Direct Costs										$ 13,685
											SUBTOTAL:	$ 13,685
	TOTAL							**$ 72,565**	**0.7500**	**5.0%**	**70.0%**	**$ 81,370**

FFY 09
California State Plan for Federal Fiscal Year 2009

2. Non-Profit Organizations

NON-PROFIT ORGANIZATIONS

California Association of Food Banks
(Nutrition Education)

California State University, Chico, Research
Foundation (SCNAC)

Central Valley Health Network

San Francisco General Hospital Foundation
(Chinatown Public Health Center)

BUDGET COVER SHEET
FFY 2009

Organization: California Association of Food Banks
Contract Number: 08-85122

State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ 8,249	$ 8,598	$ 349	4.23%
Fringe Benefits	$ 1,691	$ 1,763	$ 72	4.26%
Subcontractors	$ 919,610	$ 1,537,651	$ 618,041	67.21%
Contracts/Grant Agreements			$ -	
Operating	$ -	$ -	$ -	0.00%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ -	$ -	$ -	0.00%
Materials			$ -	
Travel	$ -	$ -	$ -	0.00%
Equipment & Other Capital	$ -	$ -	$ -	0.00%
Indirect Costs	$ 1,252	$ 1,305	$ 53	4.23%
Total State Share	$ 930,802	$ 1,549,317	$ 618,515	66.45%

Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ 72,245	$ 116,981	$ 44,736	61.92%
Fringe Benefits	$ 14,810	$ 23,981	$ 9,171	61.92%
SubContracts	$ 459,804	$ 771,525	$ 311,721	67.79%
Contracts/Grants/Agreements			$ -	
Operating	$ 11,729	$ 19,169	$ 7,440	63.43%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ 4,500	$ 13,800	$ 9,300	206.67%
Materials			$ -	
Travel	$ 2,808	$ 5,538	$ 2,730	97.22%
Equipment & Other Capital	$ -	$ 808	$ 808	0.00%
Indirect Costs	$ 13,368	$ 22,715	$ 9,347	69.92%
Total Federal Share	$ 579,264	$ 974,517	$ 395,253	68.23%

Due to the addition of 7 new contractors there is a substantial increase across all line items from FFY 07-08 to FFY 08-09. This reflects the additional costs budgeted by CAFB's subcontractor agencies plus the increase in costs associated with CAFB's administration of the program.

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: Terry Garner Title: Project Director	$ 64,480	0.1333		13%	$ 8,598		$ 8,598
2.	Name: Title:					$ -		$ -
	FEDERAL Share POSITIONS							
1.	Name: Terry Garner Title: Project Director	$ 64,480	0.0667		7%		$ 4,299	$ 4,299
2.	Name: TBA Title: Executive Director	$ 112,320	0.1000	10%			$ 11,232	$ 11,232
3.	Name: Jessica Bartholow Title: Director of Programs	$ 80,000	0.2000		20%		$ 16,000	$ 16,000
4.	Name: Paul Maas Title: Contract Analyst	$ 51,333	0.4000	40%			$ 20,533	$ 20,533
5.	Name: Kisha Jackson Title: Program Associate	$ 44,146	0.8000		80%		$ 35,317	$ 35,317
6.	Name: TBA Title: Program Assistant	$ 35,933	0.4000	40%			$ 14,373	$ 14,373
7.	Name: TBA Title: Senior Accountant	$ 65,000	0.1000	10%			$ 6,500	$ 6,500
8.	Name: TBA Title: Director of Operations	$ 87,266	0.1000	10%			$ 8,727	$ 8,727
	SUBTOTAL		**2.30**	**110%**	**120%**	**$ 8,598**	**$ 116,981**	**$ 125,579**

POSITION DESCRIPTIONS:

1. Project Director will work to recruit and train Remote Food Banks to participate in FSNE activities.
2. Executive Director: Supervises staff working on FSNE program.
3. Director of Programs: Oversee all fiscal and programatic aspects of FSNE program and supervises program staff.
4. Contract Analyst: Submits invoices, conducts fiscal reviews and ensures fiscal contract compliance for FSNE contract.
5. Program Associate: Coordinates FSNE program and supports our FSNE contractors with trainings and best practices.
6. Program Assistant: Files papers, maintains GrantTracker Database, prepares timestudies
7. Senior Accountant: Supervises Contract Analyst and Bookkeeper and Manages systems relating to fiscal compliance and invoicing.
8. Director of Operations: Supervises Senior Accountant, Oversees desk reviews and audits, ensures compliance with federal & state regulations

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**			
	State Share:			
	Includes payroll taxes and medical/dental benefits at 20.5% salaries (in percent)	$ 1,763		
	Federal Share:			
	Includes payroll taxes and medical/dental benefits at 20.5% salaries (in percent)		$ 23,981	
	TOTAL	**$ 1,763**	**$ 23,981**	**$ 25,744**
C.	**OPERATING EXPENSES:**			
	State Share:			
		$ -		
	Federal Share:			
	Prorating formula: 2.3 FTE working on FSNE / 12 FTE employed by CAFB = 19.17%			
	FSNE Office Supplies		$ 800	
	Postage: Shipping of USDA materials and correspondence to the Network and subcontractors.		$ 1,000	
	Photocopying of SOWs, contracts, time study sheets, and other contract documents.		$ 450	
	Position 3 will be in the field for approx. 70% of her time			
	so a cell phone is required for their FSNE activities.			
	Cell Phone Service for Position 3 ($90/ month prorated to % FTE)		$ 216	
	Office Telephones/Internet costs ($7260/yr prorated to % FTE)		$ 1,392	
	Office Space ($54,119/yr prorated to % FTE)		$ 10,375	
	Scanner/Printer/Copier Lease ($3082.56/yr prorated to % FTE)		$ 591	
	Audit Costs (pro-rated audit costs of $14,000)		$ 2,684	
	Advance Insurance		$ 511	
	Tech Support ($10,000/yr prorated to % FTE and limited to available admin funds)		$ 1,150	
	SUBTOTAL:	**$ -**	**$ 19,169**	**$ 19,169**
D.	**EQUIPMENT EXPENSES:**			
	State Share:			
	Federal Share:			
	Workstation for Program Assistant (Desk @ $285, Computer @$1200, Chair & Mat @ $250, Phone @$200, Headset @$85)		$ 808	
	Prorated to % FTE of Program Assistant ($2,020 x .4)			
	SUBTOTAL:	**$ -**	**$ 808**	**$ 808**
E.	**TRAVEL AND PER DIEM:**			
	State Share:			
		$ -		

	Federal Share:			
	All staff travel will be to food banks and other agencies participating in the Nutrition Education Program			
	Where travel expenses have been prorated by 40% the cost of the trip will be split between Food Stamp Outreach and Nutrition Education.			
	All travel will adhere to state DPA guidelines.			
	8 flights @ $250 x .4 for positions 3 and 4		$ 800	
	6 flights @ $250 for positions 4 and 5 (FSNE Only)		$ 1,500	
	3 flights @$250 for position 3 (FSNE only)		$ 750	
	12 trips for positions 3 and 4 - 250 miles @ $.505 prorated to .4 FTE		$ 606	
	8 nights @ $110 prorated to .4 FTE for positions 3 and 4		$ 352	
	8 vehicle rentals @ $39.49 prorated to .4 FTE for positions 3 and 4		$ 126	
	9 vehicle rentals @ $39.49 for positions 3 and 4 (FSNE only)		$ 355	
	Per Diem			
	28 days @ $40 prorated to .4 FTE		$ 448	
	Peer-to-Peer Travel		$ 601	
	**For partially and non-funded Network meetings, 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 Nutrition Network staff following a review of the training and conference agenda.			
		SUBTOTAL:	**$ -**	**$ 5,538**	**$ 5,538**
F.	**SUBCONTRACTORS:**			
	State Share:			
	Alameda County Community Food Bank	$148,274		$ 148,274
	Human Resources Council of Calaveras County	$69,670		$ 69,670
	Community Action Partnership of Orange County	$25,324		$ 25,324
	Community Services Unlimited	$37,522		$ 37,522
	Food Bank of Contra Costa and Solano Counties	$22,648		$ 22,648
	Greater Stockton Emergency Food Bank	$12,108		$ 12,108
	Food Bank of Nevada County	$59,294		$ 59,294
	Food for People, Inc.	$17,076		$ 17,076
	Community Food Bank - Fresno	$102,376		$ 102,376
	Imperial Valley Food Bank	$12,562		$ 12,562
	Los Angeles Regional Food Bank	$31,088		$ 31,088
	Lake County Community Action Agency	$18,050		$ 18,050
	Fresno Metro Ministries	$171,409		$ 171,409
	People's Grocery	$22,788		$ 22,788
	Redwood Empire Food Banks	$33,462		$ 33,462
	Second Harvest Food Bank of Santa Cruz and San Benito Counties	$158,062		$ 158,062
	Second Harvest Food Bank of Orange County	$26,564		$ 26,564
	Second Harvest Food Bank of Santa Clara and San Mateo Counties	$202,218		$ 202,218
	Sustainable Economic Enterprises of Los Angeles (SEE-LA)	$85,300		$ 85,300
	SOS Mentors	$251,834		$ 251,834
	FOOD Share of Ventura County	$30,022		$ 30,022

Federal Share:						
Alameda County Community Food Bank					$ 74,137	$ 74,137
Human Resources Council of Calaveras County					$ 34,835	$ 34,835
Community Action Partnership of Orange County					$ 12,662	$ 12,662
Community Services Unlimited					$ 18,761	$ 18,761
Food Bank of Contra Costa and Solano Counties					$ 11,324	$ 11,324
Greater Stockton Emergency Food Bank					$ 6,054	$ 6,054
Food Bank of Nevada County					$ 29,647	$ 29,647
Food for People, Inc.					$ 8,538	$ 8,538
Community Food Bank - Fresno					$ 51,188	$ 51,188
Imperial Valley Food Bank					$ 6,281	$ 6,281
Los Angeles Regional Food Bank					$ 15,544	$ 15,544
Lake County Community Action Agency					$ 9,025	$ 9,025
Fresno Metro Ministries					$ 85,704	$ 85,704
People's Grocery					$ 11,394	$ 11,394
Redwood Empire Food Banks					$ 16,731	$ 16,731
Second Harvest Food Bank of Santa Cruz and San Benito Counties					$ 79,031	$ 79,031
Second Harvest Food Bank of Orange County					$ 13,282	$ 13,282
Second Harvest Food Bank of Santa Clara and San Mateo Counties					$ 101,109	$ 101,109
Sustainable Economic Enterprises of Los Angeles (SEE-LA)					$ 42,650	$ 42,650
SOS Mentors					$ 125,917	$ 125,917
FOOD Share of Ventura County					$ 15,011	$ 15,011
Finance Subcontractor (50 hours at $54) - For additional finance assistance prior to the hiring of the Senior Accountant position. (if needed)					$ 2,700	
			SUBTOTAL:	**$1,537,651**	**$ 771,525**	**$ 2,309,176**
G. OTHER COSTS:						
State Share:						
				$ -		
Federal Share:						
Supplies for 20 training binders - binders, sheet protectors, copies, shipping, etc.					$ 1,500	
CAFB finance training for FSNE contractors (includes room and technology rental, materials, $10/person working lunch)					$ 6,150	
CAFB program training for FSNE contractors (includes room and technology rental, materials, $10/person working lunch)					$ 6,150	
			SUBTOTAL:	**$ -**	**$ 13,800**	**$ 13,800**
H. INDIRECT COSTS:						
State Share:						
12.6% (in percent) of Modified Direct Costs of	$ 10,361	(direct costs less subcontractors)		$ 1,305		
Federal Share:						
12.6% (in percent) of Modified Direct Costs of	$ 180,277	(direct costs less subcontractors)			$ 22,715	
			SUBTOTAL:	**$ 1,305**	**$ 22,715**	**$ 24,020**
TOTAL				**$ 1,549,317**	**$ 974,517**	**$ 2,523,834**

TIME STUDY FOR EMPLOYEES PERFORMING NUTRITION EDUCATION ACTIVITIES
NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT
Represents State Share and Federal Share

California Association of Food Banks
Contract No: 08-85122
Quarter One - October 2008

Employee Name:	**Employee Title:**	**Organization Name:**
	% FTE According to Budget:	**Estimated Hours For Mo. As Per Budgeted FTE:**

Allowable Categories	**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**
Nutrition Education and Healthy Eating Promotion																																
1. Promote or encourage Healthy Eating or Food Safety at FB member agency, CBO, health fairs, schools, Kid's Café etc.																																0
2. Teach Nutrition, Food Safety or Healthy Eating in a class setting.																																0
3. Attend meetings to plan or coordinate healthy eating or food safety classes, programs and special events.																																0
4. Research, inventory or develop age, ethnic and language appropriate healthy eating and food safety materials.																																0
5. Planning, tracking, evaluating or researching for classes or material development.																																0
Planning and Development																																
6. Preparation for and meetings with staff, nutrition advisory councils, coalitions, or task forces to plan and discuss broader promotion of nutrition education, healthy eating and food safety.																																0
Administration																																
7. Perform administrative duties and tasks related to above activities.																																0
8. Attend trainings, seminars, workshops, etc. to improve and/or develop capacity to deliver above services.																																0
Paid Time Off (List (v) for vacation, (s) for sick leave, or (h) for holiday time, along with the hours)																																0
TOTAL HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Instructions

1. Enter the amount of time spent performing each type of activity in the column for that day. Activities should include allowable activities only as detailed in your scope of work.
2. Time should be recorded in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75) .
3. The "Total Hours" box at the bottom of each column represents the total hours spent on Nutrition Education Activities each day. The "Total" column at the right margin represents the total time you spent on that activity for the month.
4. The box at the right corner represents all time spent on allowable activities for the month. "TOTAL HOURS FOR QUARTER" box at the top of the form is equal to the total hours for the month being studied multiplied by three.
5. Sign and date your survey on the last working day of the month and give it to your organization's project coordinator.

I certify that documented time represents only allowable activities as detailed in my scope of work.

Staff Signature (required)*_____ Date_____

Supervisor Signature (required)*_____ Date_____

SUBCONTRACTOR BU[illegible]ET JUSTIFICATION
Alameda County C[illegible]unity Food Bank
FFY 2009

Contractor:California Association o[illegible]d Banks
Contract #: [illegible]-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: Manuel Cortez Title: Director of Operations	$ 88,000	0.1200		12.00%	$ 10,560		$ 10,560
2. Name: Suzanne Ryan-Ibarra Title: Nutrition Education Coordinator	$ 40,000	0.6667		66.67%	$ 26,666		$ 26,666
3. Name: Judyth Collins Title: Communications Manager	$ 58,000	0.1000		10.00%	$ 5,800		$ 5,800
4. Name: Antonio Mena Title: Multimedia Coordinator	$ 47,250	0.0667		6.67%	$ 3,150		$ 3,150
5. Name: Cindy Leung Title: Agency and Nutrition Services Coordinator	$ 41,000	0.1333		13.33%	$ 5,466		$ 5,466
6. Name: Bridget Galvan Title: Food Programs & Services Manager	$ 51,000	0.1333		13.33%	$ 6,800		$ 6,800
7. Name: Allison Pratt Title: Director of Policy and Services	$ 73,500	0.0800		8.00%	$ 5,880		$ 5,880
8. Name: Felix Huang Title: Inventory Control Coordinator	$ 49,400	0.0333		3.33%	$ 1,646		$ 1,646
9. Name: Amy Donovan Title: Finance Director	$ 72,500	0.0333	3.33%		$ 2,416		$ 2,416
10. Name: Mindy Tran Title: Grants Manager	$ 65,625	0.0333	3.33%		$ 2,188		$ 2,188
11. Name: Suzan Bateson Title: Executive Director	$ 112,320	0.0368	3.68%		$ 4,134		$ 4,134
12. Name: Miriam Juarez Title: Food Helpline Coordinator	$ 35,700	0.0333		3.33%	$ 1,190		$ 1,190
13. Name: James Sheehy Title: Warehouse Worker/Driver	$ 29,250	0.0333		3.33%	$ 974		$ 974
14. Name: Various Title: Administrative Assistant	$ 36,000	0.0333		3.33%	$ 1,200		$ 1,200
FEDERAL SHARE POSITIONS							
1. Name: Manuel Cortez Title: Director of Operations	$ 88,000	0.0600		6.00%		$ 5,280	$ 5,280
2. Name: Suzanne Ryan-Ibarra Title: Nutrition Education Coordinator	$ 40,000	0.3333		33.33%		$ 13,333	$ 13,333
3. Name: Judyth Collins Title: Communications Manager	$ 58,000	0.0500		5.00%		$ 2,900	$ 2,900
4. Name: Antonio Mena Title: Multimedia Coordinator	$ 47,250	0.0333		3.33%		$ 1,575	$ 1,575
5. Name: Cindy Leung Title: Agency and Nutrition Services Coordinator	$ 41,000	0.0667		6.67%		$ 2,733	$ 2,733
6. Name: Bridget Galvan Title: Food Programs & Services Manager	$ 51,000	0.0667		6.67%		$ 3,400	$ 3,400
7. Name: Allison Pratt Title: Director of Policy and Services	$ 73,500	0.0400		4.00%		$ 2,940	$ 2,940
8. Name: Felix Huang Title: Inventory Control Coordinator	$ 49,400	0.0167		1.67%		$ 823	$ 823
9. Name: Amy Donovan Title: Finance Director	$ 72,500	0.0167	1.67%			$ 1,208	$ 1,208

10. Name: Mindy Tran Title: Grants Manager	$ 65,625	0.0167	1.67%			$ 1,094	$ 1,094
11. Name: Suzan Bateson Title: Executive Director	$ 112,320	0.0184	1.67%			$ 2,067	$ 2,067
12. Name: Miriam Juarez Title: Food Helpline Coordinator	$ 35,700	0.0167		1.67%		$ 595	$ 595
13. Name: James Sheehy Title: Warehouse Worker/Driver	$ 29,250	0.0167		1.67%		$ 487	$ 487
14 Name: Various Title: Administrative Assistant	$ 36,000	0.0167		1.67%		$ 600	$ 600
SUBTOTAL		**2.31**	**15.35%**	**215.00%**	**$ 78,070**	**$ 39,035**	**$ 117,105**

POSITION DESCRIPTIONS:

1 Director of Operations: Oversees nutrition education and food safety programs.
2 Nutrition Education Coordinator: Coordinate nutrition education projects, attend coalition meetings, coordinates research
3 Communications Manager: Coordinate media messaging, website and materials for ACCFB nutrition education interventions
4 Multimedia Coordinator: Format materials for nutrition education.
5 Agency and Nutrition Services Coor.: Coordinates Food Safety Trainings with agencies, clients and assists with Nutrition Education
6 Food Programs & Services Mgr: Coordinates USDA and Emergency Food Box Programs - promotes food safety and nutrtion education
7 Director of Policy and Services: Oversees community education programs including FSNE.
8 Inventory Control Coordinator: Coordinates produce, childrens' school distribution programs and distribution of FSNE materials.
9 Finance Director: Oversees Food Bank financial activities including FSNE.
10 Grants Manager: Coordinates grants activities, reporting and invoicing for FSNE contract.
11 Executive Director: Oversees all Food Bank programs including FSNE.
12 Food Helpline Coordinator: Coordinates Helpline client referral activities including referals for FSNE.
13 Warehouse Worker/Driver: Delivers Produce & nutrition info (including FSNE materials) to agencies
14 Administrative Assistant: Will assist with the logistics of the annual Nutrition Education Conference.

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:				
State Share:				
Includes payroll taxes and medical/dental benefits at	15.30% salaries (in percent)	$ 11,944		
Federal Share:				
Includes payroll taxes and medical/dental benefits at	15.30% salaries (in percent)		$ 5,972	
TOTAL		**$ 11,944**	**$ 5,972**	**$ 17,916**
C. OPERATING EXPENSES:				
State Share:				
Postage (4 bulk mailings at $40ea.= $160 and 6 mailings to 290 agencies @ $.42 = $730) =$890		$ 593		
Telephone (based on historical average of $26.50/mo for nutrition program)		$ 212		
(Supporting documentation will be kept on file to support the historical average being used)		$ -		
Office Supplies (binders, flip chart paper, colored paper, markers, folders, labels)		$ 1,066		
		$ -		
Federal Share:				
Postage (4 bulk mailings at $40ea.= $160 and 6 mailings to 290 agencies @ $.42 = $730) =$890			$ 297	
Telephone (based on historical average of $26.50/mo for nutrition program)			$ 106	
(Supporting documentation will be kept on file to support the historical average being used)			$ -	
Office Supplies (binders, flip chart paper, colored paper, markers, folders, labels)			$ 533	
			$ -	
	SUBTOTAL:	**$ 1,871**	**$ 936**	**$ 2,807**

D. EQUIPMENT EXPENSES:

State Share:

	$ -		

Federal Share:

		$ -	

SUBTOTAL:	$ -	$ -	$ -

E. TRAVEL AND PER DIEM:

State Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage (4000 miles @ $0.505/mile)	$ 1,347		
Parking (average $1.75/hour - 360 estimated hours)	$ 420		

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Parking	**Total for Network-Sponsored Travel**			
2	2, 5, 6	12	$480.00	$404.00	4 nights for 3 people = $1320	$60.00	$2,264.00	$ 1,509		

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Travel to the national America's Second Harvest conference is tentatively approved pending Network review of the conference agenda to determine allowability and proration.

Travel cannot be commenced without written approval from the Network program and contract managers. A non-Network Sponsored Travel Form will need to be submitted. Additionally, ultimate approval for travel to attend national conferences is subject to approval by the Network at a later date.

Flight to A2H Conference (1 flight at $500)	$ 333		
Hotel for A2H Conference ($110 per night for 3 nights)	$ 220		
Per Diem for A2H Conference ($40 per day for 4 days)	$ 107		

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage (4000 miles @ $0.505/mile)		$ 674	
Parking (average $1.75/hour - 360 estimated hours)		$ 210	

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Parking	Total for Network-Sponsored Travel		
2	2, 5, 6	12	$480.00	$404.00	4 nights for 3 people = $1320	$60.00	$2,264.00		$ 755

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Travel to the national America's Second Harvest conference is tentatively approved pending Network review of the conference agenda to determine allowability and proration.
Travel cannot be commenced without written approval from the Network program and contract managers. A non-Network Sponsored Travel Form will need to be submitted.
Additionally, ultimate approval for travel to attend national conferences is subject to approval by the Network at a later date.

Flight to A2H Conference (1 flight at $500)		$	167
Hotel for A2H Conference ($110 per night for 3 nights)		$	110
Per Diem for A2H Conference ($40 per day for 4 days)		$	53
SUBTOTAL:	**$ 3,936**	**$ 1,968**	**$ 5,904**

F. SUBCONTRACTORS:

State Share:

2 Nutrition Education Consultants - (to be hired in Oct)= $15/hour, 945 hours worked each	$ 18,900		

Federal Share:

		$	-
2 Nutrition Education Consultants - (to be hired in Oct)= $15/hour, 945 hours worked each		$	9,450
SUBTOTAL:	**$ 18,900**	**$ 9,450**	**$ 28,350**

G. OTHER COSTS:

State Share:

All materials created (including recipes) will be submitted to the Network program manager for review and approval.

Web Maintenance Services for Nutrition Education Online Resource Page (50hrs @ $70/hr)	$ 2,333		
Copying/Printing (newsletter, nut ed. & nutrition analysis materials/member agencies recipes for commodity food, invitations to nutrition conf, best practices healthy food manual)	$ 5,334		
Nutrition Education Conference - Materials (150 expected atendees)	$ 2,934		
Cooking utensils, blenders, and skillets for food demos	$ 334		

Federal Share:				
All materials created (including recipes) will be submitted to the Network program manager for review and approval.				
Web Maintenance Services for Nutrition Education Online Resource Page (50hrs @ $70/hr)			$ 1,167	
Copying/Printing (newsletter, nut ed. & nutrition analysis materials/member agencies recipes for commodity food, invitations to nutrition conf, best practices healthy food manual)			$ 2,667	
Nutrition Education Conference - Materials (150 expected atendees)			$ 1,467	
Cooking utensils, blenders, and skillets for food demos			$ 167	
	SUBTOTAL:	**$ 10,935**	**$ 5,468**	**$ 16,403**
H. INDIRECT COSTS:				
State Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
18% (in percent) of Total Direct Costs		$ 22,618		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
_____ (in percent) of Total Salaries and Fringe			$ -	
18% (in percent) of Total Direct Costs			$ 11,309	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
	SUBTOTAL:	**$ 22,618**	**$ 11,309**	**$ 33,927**
TOTAL		$ 148,274	$ 74,137	$ 222,411

SUBCONTRACTOR BUDGET JUSTIFICATION
Human Resources Council - Calaveras
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Billie Westernoff Title: Program Director	$ 48,676	0.1667	17%		$ 8,112		$ 8,112
2. Name: Nick Fay Title: Food Bank Coordinator	$ 24,480	0.1667		17%	$ 4,080		$ 4,080
3. Name: Elizabeth McChan Title: Food Bank Assistant	$ 18,341	0.1026		10%	$ 1,882		$ 1,882
4. Name: Bonnie Acosta Title: Food Bank Outreach Coordinator	$ 22,056	0.3333		33%	$ 7,352		$ 7,352
5. Name: LaDonna Peebles Title: MICH Specialist	$ 21,632	0.0333		3%	$ 722		$ 722
6. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Billie Westernoff Title: Program Director	$ 48,676	0.0833	8%			$ 4,056	$ 4,056
2. Name: Nick Fay Title: Food Bank Coordinator	$ 24,480	0.0833		8%		$ 2,040	$ 2,040
3. Name: Elizabeth McChan Title: Food Bank Assistant	$ 18,341	0.0513		5%		$ 941	$ 941
4. Name: Bonnie Acosta Title: Food Bank Outreach Coordinator	$ 22,056	0.1667		17%		$ 3,676	$ 3,676
5. Name: LaDonna Peebles Title: MICH Specialist	$ 21,632	0.0167		2%		$ 361	$ 361
6. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**1.20**	**25%**	**95%**	**$ 22,148**	**$ 11,074**	**$ 33,222**

POSITION DESCRIPTIONS:

1 Program Director: Oversees and develops all food bank programs and finances including Nutrition Education.
2 Food Bank Coordinator: Coordinates programs and activities of the food bank, including nutrition ed. program.
3 Food Bank Assistant: Assists with program activities of the food bank, including nutrition ed. program.
4 Food Bank Outreach Coordinator: Coordinate Nut. Ed. Promotion.
5 MICH Specialist: Coordinates Mothers, Infants Childhood Health program providing nutrition education to families.

SUBCONTRACTOR BUDGET JUSTIFICATION
Human Resources Council - Calaveras
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 28.00% salaries (in percent)	$ 6,202		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 28.00% salaries (in percent)		$ 3,101	
TOTAL	$ 6,202	$ 3,101	$ 9,303
C. OPERATING EXPENSES:			
State Share:			
Source documentation to back up proration formula and expenses will be kept on file.			
Communcation costs (based on historical)	$ 3,314		
Office Supplies (based on historical)	$ 1,800		
Food Bank Rent (13% based on %FTE Nutrition Education)	$ 6,184		
Food Bank direct cost utilities/services (Electricity, propane, garbage, Housekeeping)(13% based on %FTE Nutrition Education)	$ 5,580		
Postage: total of 8,178 stamps	$ 2,236		
Liability Insurance (13% based on % FTE devoted to Nutrition Education)	$ 1,660		
	$ -		
Federal Share:			
Source documentation to back up proration formula and expenses will be kept on file.		$ -	
Communcation costs (based on historical)		$ 1,657	
Office Supplies (based on historical)		$ 900	
Food Bank Rent (13% based on %FTE Nutrition Education)		$ 3,092	
Food Bank direct cost utilities/services (Electricity, propane, garbage, Housekeeping)(13% based on %FTE Nutrition Education)		$ 2,790	
Postage: total of 8,178 stamps		$ 1,118	
Liability Insurance (13% based on % FTE devoted to Nutrition Education)		$ 830	
		$ -	
SUBTOTAL:	$ 20,774	$ 10,387	$ 31,161
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	$ -	$ -	$ -
E. TRAVEL AND PER DIEM:			
State Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
Mileage (2,538 total miles at $0.505/mile) - for travel to Nut.Ed. Sites in rural county	$ 854		
Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.			

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Parking	**Total for Network-Sponsored Travel**
2	2,4	4	$160.00	280 miles = $141.40	2 nights for 2 people = $440	$60.00	$801.40

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

$ 534

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage (2,538 total miles at $0.505/mile) - for travel to Nut.Ed. Sites in rural county $ 427

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Parking	**Total for Network-Sponsored Travel**
2	2,4	4	$160.00	280 miles = $141.40	2 nights for 2 people = $440	$60.00	$801.40

$ 267

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL:	**$ 1,388**	**$ 694**	**$ 2,082**

F. SUBCONTRACTORS:

State Share: $ -

Federal Share: $ -

SUBTOTAL:	**$ -**	**$ -**	**$ -**

SUBCONTRACTOR BUDGET JUSTIFICATION
Human Resources Council - Calaveras
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

G. OTHER COSTS:					
State Share:					
Copying/Prining of FSNE Brochures (4545 @ $.50 ea.)		$ 1,514			
Copying/Prining of FSNE Flyers (48,188 @ $.15)		$ 4,818			
Nutrition education materials required for the delivery of critical program services*.		$ 7,666			
*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. All newly created materials will be submitted to CAFB for Network review prior to finalization.					
Federal Share:					
Copying/Prining of FSNE Brochures (4545 @ $.50 ea.)			$ 757		
Copying/Prining of FSNE Flyers (48,188 @ $.15)			$ 2,409		
Nutrition education materials required for the delivery of critical program services*.			$ 3,833		
*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. All newly created materials will be submitted to CAFB for Network review prior to finalization.					
SUBTOTAL:		**$ 13,998**	**$ 6,999**	**$ 20,997**	
H. INDIRECT COSTS:					
State Share:					
_____ (in percent) of Total Salaries and Fringe		$ -			
8% (in percent) of Total Direct Costs		$ 5,160			
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -			
Federal Share:					
_____ (in percent) of Total Salaries and Fringe			$ -		
8% (in percent) of Total Direct Costs			$ 2,580		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -		
SUBTOTAL:		**$ 5,160**	**$ 2,580**	**$ 7,740**	
TOTAL		**$ 69,670**	**$ 34,835**	**$ 104,505**	

SUBCONTRACTOR BUDGET JUSTIFICATION
Community Action Partnership of Orange County
FFY 2009

Contractor:California Association of Food Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Candice Sainz							
	Title: Prog. Coord. - Health Wrker	$ 32,240	0.1667		17%	$ 5,374		$ 5,374
2.	Name: Dolores Barrett							
	Title: Dept. Director	$ 83,200	0.1000		10%	$ 8,320		$ 8,320
3.	Name: Sandra Ortega							
	Title: Prog. Manager	$ 33,280	0.1667		17%	$ 5,546		$ 5,546
4.	Name:							
	Title:	$ -				$ -		$ -
	FEDERAL SHARE POSITIONS							
1.	Name: Candice Sainz							
	Title: Prog. Coord. - Health Wrker	$ 32,240	0.0833		8%		$ 2,687	$ 2,687
2.	Name: Dolores Barrett							
	Title: Dept. Director	$ 83,200	0.0500		5%		$ 4,160	$ 4,160
3.	Name: Sandra Ortega							
	Title: Prog. Manager	$ 33,280	0.0833		8%		$ 2,773	$ 2,773
4.	Name:							
	Title:	$ -					$ -	$ -
	SUBTOTAL		**0.65**		**65%**	**$ 19,240**	**$ 9,620**	**$ 28,860**

POSITION DESCRIPTIONS:

1 Program Coordinator: coordinate nutrition education activities to ensure nutrition education program and contract guidelines are achieved

2 Department Director: includes supervision, administration, community relations/linkages, agency and program coordination and oversight, including nutrition education.

3 Program Manager: plan, direct, and coordinate nutrition education activities of nutrition education projects to ensure goals and objectives are met within time frame; ensure funding parameters personally or through subordinate staff, volunteers; compile data and create reports as designated ensuring funding parameters

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:					
State Share:					
Includes payroll taxes and medical/dental benefits at	25.00%	salaries (in percent)	$ 4,810		
Federal Share:					
Includes payroll taxes and medical/dental benefits at	25.00%	salaries (in percent)		$ 2,405	
TOTAL			**$ 4,810**	**$ 2,405**	**$ 7,215**

SUBCONTRACTOR BUDGET JUSTIFICATION
Community Action Partnership of Orange County
FFY 2009

Contractor:California Association of Food Banks
Contract #: 08-85122

C.	**OPERATING EXPENSES:**			
	State Share:			
	FSNE Materials and Supplies	$ 206		
	(Supplies include display materials, photocopies of approved FSNE materials, storage supplies and other materials needed for events for FSNE eligibles.)			
	Food for tastings not to exceed $2.50/person/event	$ 76		
	Federal Share:			
	FSNE Materials and Supplies		$ 103	
	(Supplies include display materials, photocopies of approved FSNE materials, storage supplies and other materials needed for events for FSNE eligibles.)			
	Food for tastings not to exceed $2.50/person/event		$ 38	
	SUBTOTAL:	**$ 282**	**$ 141**	**$ 423**
D.	**EQUIPMENT EXPENSES:**			
	State Share:	$ -		
	Federal Share:		$ -	
	SUBTOTAL:	**$ -**	**$ -**	**$ -**
E.	**TRAVEL AND PER DIEM:**			
	State Share:			
	Costs for travel necessary to complete FSO activities in approved SOW (e.g., dropping off FSO materials at partner CBOs, providing FSO at various sites, and providing FSO workshops/clinics).			
	Mileage Travel to FSNE sites, meetings, etc total miles: 2,947 miles @ $.505/mile	$ 992		
	Federal Share:			
	Costs for travel necessary to complete FSO activities in approved SOW (e.g., dropping off FSO materials at partner CBOs, providing FSO at various sites, and providing FSO workshops/clinics).			
	Mileage Travel to FSNE sites, meetings, etc total miles: 2,947 miles @ $.505/mile		$ 496	
	SUBTOTAL:	**$ 992**	**$ 496**	**$ 1,488**

SUBCONTRACTOR BUDGET JUSTIFICATION
Community Action Partnership of Orange County
FFY 2009

Contractor:California Association of Food Banks
Contract #: 08-85122

F. SUBCONTRACTORS:					
State Share:					
	$ -				
Federal Share:					
		$ -			
SUBTOTAL:	$ -	$ -	$ -		
G. OTHER COSTS:					
State Share:					
	$ -				
Federal Share:					
		$ -			
SUBTOTAL:	$ -	$ -	$ -		
H. INDIRECT COSTS:					
State Share:					
(in percent) of Total Salaries and Fringe	$ -				
(in percent) of Total Direct Costs	$ -				
(in percent) of Modified Directs (provide what costs to be included)	$ -	$ -			
Federal Share:					
(in percent) of Total Salaries and Fringe		$ -			
(in percent) of Total Direct Costs		$ -			
(in percent) of Modified Directs (provide what costs to be included)	$ -	$ -			
SUBTOTAL:	$ -	$ -	$ -		
TOTAL	$ 25,324	$ 12,662	$ 37,986		

SUBCONTRACT BUDGET JUSTIFICATION
Community [illegible]ces Unlimited
FF[illegible] 2009

Contractor: California Association of Food Banks
Contrac[illegible]8-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Neeam Sharma Title: Programs Director	$ 40,000	0.2000	20.00%		$ 8,000		$ 8,000
2. Name: Dyane Pascall Title: Program Associate	$ 25,000	0.2667		26.67%	$ 6,666		$ 6,666
3. Name: Heather Fenney Title: Program Associate	$ 23,040	0.2667		26.67%	$ 6,144		$ 6,144
4. Name: Lawrence DeFreitas Title: Program Associate	$ 15,000	0.2133		21.33%	$ 3,200		$ 3,200
5. Name: TBA Title: Urban Farm Manager/Outreach & Volunteer Coor	$ 32,640	0.0588		5.88%	$ 1,920		$ 1,920
6. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Neeam Sharma Title: Programs Director	$ 40,000	0.1000	10.00%			$ 4,000	$ 4,000
2. Name: Dyane Pascall Title: Program Associate	$ 25,000	0.1333		13.33%		$ 3,333	$ 3,333
3. Name: Heather Fenney Title: Program Associate	$ 23,040	0.1333		13.33%		$ 3,072	$ 3,072
4. Name: Lawrence DeFreitas Title: Program Associate	$ 15,000	0.1067		10.67%		$ 1,600	$ 1,600
5. Name: TBA Title: Urban Farm Manager/Outreach & Volunteer Coor	$ 32,640	0.0294		2.94%		$ 960	$ 960
6. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**1.5082**	**30.00%**	**120.82%**	**$ 25,930**	**$ 12,965**	**$ 38,895**

POSITION DESCRIPTIONS:

1 Programs Director: Responsible for oversight of all CSU programs and activities and supervises all program staff including FSNE.

2-4 Program Associate: Responsible for implementing CSU nutrition education FSNE and food access programs; develop FSNE and other program related materials as needed.

5 Urban Farm Manager/Outreach & Volunteer Coor: Resonsible for oversight and planning of FSNE activities related to CSU urban farm sites; doing FSNE to community residents to engage them in CSU programs; and recruiting and developing programing for FSNE volunteers.

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 14.00% salaries (in percent)	$ 3,630		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 14.00% salaries (in percent)		$ 1,815	
TOTAL	**$ 3,630**	**$ 1,815**	**$ 5,445**
C. OPERATING EXPENSES:			
State Share:			
Nutrition Education activities account for 50% of CSU's total FTE. Documentation to support proration formula will be kept on file.			
Office Supplies (50% of 1000)	$ 334		
Printing (50% of 1000)	$ 334		
Postage (50% of 1000)	$ 334		
Telephone/DSL (50% of 2000)	$ 666		
Utilities (50% of 800)	$ 266		
	$ -		
Federal Share:			
Nutrition Education activities account for 50% of CSU's total FTE. Documentation to support proration formula will be kept on file.			
Office Supplies (50% of 1000)		$ 167	
Printing (50% of 1000)		$ 167	
Postage (50% of 1000)		$ 167	
Telephone/DSL (50% of 2000)		$ 333	
Utilities (50% of 800)		$ 133	
		$ -	
SUBTOTAL:	**$ 1,934**	**$ 967**	**$ 2,901**
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**
E. TRAVEL AND PER DIEM:			
State Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
mileage for travel to FSNE sites (480 miles @ .505/mile)	$ 162		
Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.			

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/	Airfare	Hotel	**Total for Network-Sponsored Travel**
2	2, 3, or 4	4	$160.00	2 flights @ $250 = $500	2 nights = $220	$880.00

$ 586

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

mileage for travel to FSNE sites (480 miles @ .505/mile) — $ 81

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/ person	Airfare	Hotel	**Total for Network-Sponsored Travel**
2	2, 3, or 4	4	$160.00	2 flights @ $250 = $500	2 nights = $220	$880.00

$ 293

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL:	$ 748	$ 374	$ 1,122

F. SUBCONTRACTORS:

State Share:

$ -

Federal Share:

$ -

SUBTOTAL:	$ -	$ -	$ -

G OTHER COSTS:

State Share:

Translation of Nutrition Education materials. — $ 334

*Note: prior to finalizing, any newly created materials must be submitted to CAFB for Network review and approval.

Food and supplies for taste testing not to exceed $2.50/person/testing.

(Cost of kitchen equipment and dishes necessary for food storage, preparation, and demonstration purposes.) — $ 866

$ -

Federal Share:

Translation of Nutrition Education materials. — $ 167

*Note: prior to finalizing, any newly created materials must be submitted to CAFB for Network review and approval.

Food and supplies for taste testing not to exceed $2.50/person/testing.

(Cost of kitchen equipment and dishes necessary for food storage, preparation, and demonstration purposes.) — $ 433

$ -

Contractor: California Association of Food Banks
Contrac)8-85122

SUBCONTRACT BUDGET JUSTIFICATION
Community ; ces Unlimited
FFY 2009

	SUBTOTAL:	$ 1,200	$ 600	$ 1,800
H. INDIRECT COSTS:				
State Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
12.20% (in percent) of Total Direct Costs		$ 4,080		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
_____ (in percent) of Total Salaries and Fringe			$ -	
12.20% (in percent) of Total Direct Costs			$ 2,040	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
	SUBTOTAL:	$ 4,080	$ 2,040	$ 6,120
TOTAL		$ 37,522	$ 18,761	$ 56,283

SUBCONTRACTOR BUDGET JUSTIFICATION
Food Bank of Contra Costa and Solano Counties
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: LINDSAY JOHNSON Title: PROGRAM DIRECTOR	$ 71,343	0.1333	13%		$ 9,512		$ 9,512
2. Name: WILLIAM SYLVESTER Title: AGENCY RELATIONS COORDINATOR	$ 39,750	0.1333		13%	$ 5,300		$ 5,300
3. Name: JULIE REDMOND Title: FAP/FFC PROGRAM COORDINATOR	$ 54,201	0.0333		3%	$ 1,806		$ 1,806
4. Name: CHARLENE BURNS Title: SENIOR BROWN BAG COORDINATOR	$ 44,979	0.0333		3%	$ 1,500		$ 1,500
5. Name: Title:	$ -				$ -		$ -
6. Name: Title:	$ -				$ -		$ -
7. Name: Title:	$ -				$ -		$ -
8. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: LINDSAY JOHNSON Title: PROGRAM DIRECTOR	$ 71,343	0.0667	7%			$ 4,756	$ 4,756
2. Name: WILLIAM SYLVESTER Title: AGENCY RELATIONS COORDINATOR	$ 39,750	0.0667		7%		$ 2,650	$ 2,650
3. Name: JULIE REDMOND Title: FAP/FFC PROGRAM COORDINATOR	$ 54,201	0.0167		2%		$ 903	$ 903
4. Name: CHARLENE BURNS Title: SENIOR BROWN BAG COORDINATOR	$ 44,979	0.0167		2%		$ 750	$ 750
5. Name: Title:	$ -					$ -	$ -
6. Name: Title:	$ -					$ -	$ -
7. Name: Title:	$ -					$ -	$ -
8. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**0.50**	**20%**	**30%**	**$ 18,118**	**$ 9,059**	**$ 27,177**

POSITION DESCRIPTIONS:

Program Director Supervises the development, implementation and evaluation of four Food Bank programs including nutrition education.
Agency Relations Coordinator: Key Agency contact, conduct FSNE site visits to sites conducting nutrition education, coordinates agency FSNE meetings, & oversees Food Safety training.
FAP/FFC Program Coordinator: Oversees Food Assistance Program and Food For Children Program - distributes nutrition education materials to children and families.
Senior Brown Bag Coordinator: Oversees Senior Brown Bag Program - distributes nutrition education materials to children and families.

SUBCONTRACTOR BUDGET JUSTIFICATION
Food Bank of Contra Costa and Solano Counties
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:				
State Share:				
Includes payroll taxes and medical/dental benefits at	25.00% salaries (in percent)	$ 4,530		
Federal Share:				
Includes payroll taxes and medical/dental benefits at	25.00% salaries (in percent)		$ 2,265	
TOTAL		$ 4,530	$ 2,265	$ 6,795
C. OPERATING EXPENSES:				
State Share:		$ -		
Federal Share:			$ -	
	SUBTOTAL:	$ -	$ -	$ -
D. EQUIPMENT EXPENSES:				
State Share:		$ -		
Federal Share:			$ -	
	SUBTOTAL:	$ -	$ -	$ -
E. TRAVEL AND PER DIEM:				
State Share:		$ -		
Federal Share:			$ -	
	SUBTOTAL:	$ -	$ -	$ -
F. SUBCONTRACTORS:				
State Share:		$ -		
Federal Share:			$ -	
	SUBTOTAL:	$ -	$ -	$ -
G. OTHER COSTS:				
State Share:		$ -		
Federal Share:			$ -	

			SUBTOTAL:	$ -	$ -	$ -
H. INDIRECT COSTS:						
State Share:						
_____ (in percent) of Total Salaries and Fringe				$ -		
_____ (in percent) of Total Direct Costs				$ -		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -			$ -		
Federal Share:						
_____ (in percent) of Total Salaries and Fringe					$ -	
_____ (in percent) of Total Direct Costs					$ -	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -				$ -	
			SUBTOTAL:	$ -	$ -	$ -
TOTAL				$ 22,648	$ 11,324	$ 33,972

SUBCONTRACTOR BUDGET JUSTIFICATION
Greater Stockton Emergency Food Bank
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: Pat Brown Title: Nutrition Educator	$ 24,960	0.1667		17%	$ 4,160		$ 4,160
2. Name: TBD Title: Nutrition Educator	$ 23,040	0.0417		4%	$ 960		$ 960
3. Name: Title:	$ -				$ -		$ -
4. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Pat Brown Title: Nutrition Educator	$ 24,960	0.0833		8%		$ 2,080	$ 2,080
2. Name: TBD Title: Nutrition Educator	$ 23,040	0.0208		2%		$ 480	$ 480
3. Name: Title:	$ -					$ -	$ -
4. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**0.31**		**31%**	**$ 5,120**	**$ 2,560**	**$ 7,680**

POSITION DESCRIPTIONS:

Nutrition Educators: Provide Nutrition Education at Mobile Farmer's Market sites.

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 18.00% salaries (in percent)	$ 922		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 18.00% salaries (in percent)		$ 461	
TOTAL	**$ 922**	**$ 461**	**$ 1,383**

SUBCONTRACTOR BUDGET JUSTIFICATION
Greater Stockton Emergency Food Bank
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

C. OPERATING EXPENSES:			
State Share:			
Photocopies of FSNE materials (.10 per copy X 5000 copies = $500.00)	$ 334		
	$ -		
	$ -		
Federal Share:			
Photocopies of FSNE materials (.10 per copy X 5000 copies = $500.00)		$ 167	
		$ -	
		$ -	
SUBTOTAL:	**$ 334**	**$ 167**	**$ 501**
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**
E. TRAVEL AND PER DIEM:			
State Share:			
Mileage for Nutrition Educators travel to Mobile Farmer's Markets (8,000 miles X .505 per mile = $4,040)	$ 2,694		
	$ -		
Federal Share:			
Mileage for Nutrition Educators travel to Mobile Farmer's Markets (8,000 miles X .505 per mile = $4,040)		$ 1,347	
		$ -	
SUBTOTAL:	**$ 2,694**	**$ 1,347**	**$ 4,041**
F. SUBCONTRACTORS:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**

G. OTHER COSTS:				
State Share:				
Nutrition education materials required for the delivery of critical program services* (500 participants X $3.00 per item = $1500.00)		$ 1,000		
Brochures detailing FSNE activities ($.40 X 500 = $200.00)		$ 134		
Food for recipe/taste testing purposes that promotes healthy food (especially fruits and vegetables), and associated with a nutrition education lesson. (500 participants X $2.00 p/p for demo food = $1,000.00)		$ 666		
Flyers to promote FSNE activities (2500 flyers X .10 per copy = $250.00)		$ 166		
Recipe Cards (2500 Recipe Cards X .10 per copy = $250.00)		$ 166		
*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 Propl 65 requirements for lead content.				
Federal Share:				
Nutrition education materials required for the delivery of critical program services* (500 participants X $3.00 per item = $1500.00)			$ 500	
Brochures detailing FSNE activities ($.40 X 500 = $200.00)			$ 67	
Food for recipe/taste testing purposes that promotes healthy food (especially fruits and vegetables), and associated with a nutrition education lesson. (500 participants X $2.00 p/p for demo food = $1,000.00)			$ 333	
Flyers to promote FSNE activities (2500 flyers X .10 per copy = $250.00)			$ 83	
Recipe Cards (2500 Recipe Cards X .10 per copy = $250.00)			$ 83	
*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 Propl 65 requirements for lead content.				
	SUBTOTAL:	**$ 2,132**	**$ 1,066**	**$ 3,198**
H. INDIRECT COSTS:				
State Share:				
15% (in percent) of Total Salaries and Fringe		$ 906		
_____ (in percent) of Total Direct Costs		$ -		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
15% (in percent) of Total Salaries and Fringe			$ 453	
_____ (in percent) of Total Direct Costs			$ -	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
	SUBTOTAL:	**$ 906**	**$ 453**	**$ 1,359**
TOTAL		**$ 12,108**	**$ 6,054**	**$ 18,162**

SUBCONTRACTOR BUDGET JUSTIFICATION
Food Bank of Nevada County
FFY 2009

Contractor: California Association of Food Bank
Contract: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Toni Thompson Title: Executive Director	$ 35,000	0.1333		13.33%	$ 4,666		$ 4,666
2. Name: Jackie Witkofsky Title: Program Director	$ 30,000	0.2667	26.67%		$ 8,000		$ 8,000
3. Name: Jordan Witkofsky Title: Nutrition Education Coordinator	$ 24,960	0.3333		33.33%	$ 8,320		$ 8,320
4. Name: Cassandra Benuzzi Title: Nutrition Assistant	$ 24,000	0.2667		26.67%	$ 6,400		$ 6,400
5. Name: TBD Title: Nutrition Educator	$ 24,000	0.3333		33.33%	$ 8,000		$ 8,000
6. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Toni Thompson Title: Executive Director	$ 35,000	0.0667		6.67%		$ 2,333	$ 2,333
2. Name: Jackie Witkofsky Title: Program Director	$ 30,000	0.1333	13.33%			$ 4,000	$ 4,000
3. Name: Jordan Witkofsky Title: Nutrition Education Coordinator	$ 24,960	0.1667		16.67%		$ 4,160	$ 4,160
4. Name: Cassandra Benuzzi Title: Nutrition Assistant	$ 24,000	0.1333		13.33%		$ 3,200	$ 3,200
5. Name: TBD Title: Nutrition Educator	$ 24,000	0.1667		16.67%		$ 4,000	$ 4,000
6. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**2.00**	**40%**	**160%**	**$ 35,386**	**$ 17,693**	**$ 53,079**

POSITION DESCRIPTIONS:

Executive Director:	Oversees all aspects of Nutrition Education Program, attend meetings and supervise staff.
Program Director:	Supervise Nutrition Education Program by working with FB member agencies to distribute materials and develop new projects to implement SOW. Will handle administrative work.
Nut. Ed Coordinator:	Handle clerical work associated with the FSNE program. Develop programs, materials, and explore already developed materials.
Nutrition Assistant	Puts together curriculum and recipes to use in the "class" makes any paper flyers or handouts for the kids to take home [recipe book if possible] helps run cooking class.
Nutrition Educator	Aid to Nutrition Assistant, helps out in the "class" providing a more one-on-one feel to the class, providing kids with nutritional information and teaching them the steps to make in order to make healthy choices.

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:					
State Share:					
Includes payroll taxes and medical/dental benefits at	15.00%	salaries (in percent)	$ 5,308		
Federal Share:					
Includes payroll taxes and medical/dental benefits at	15.00%	salaries (in percent)		$ 2,654	
TOTAL			$ 5,308	$ 2,654	$ 7,962
C. OPERATING EXPENSES:					
State Share:					
Postage for mailing FSNE materials	$200 x12 months		$ 1,600		
Copying of FSNE materials	$500 x12 months		$ 4,000		
Phone	$50 x12 months		$ 400		
Rent	10% of $3280=320 x12 months		$ 2,560		
Utilities	10% of $1200=$120 x12 months		$ 960		
Insurance	10% of $6720		$ 448		
Any newly created materials will be submitted to CAFB for Network review prior to finalization.			$ -		
Federal Share:					
Postage for mailing FSNE materials	$200 x12 months			$ 800	
Copying of FSNE materials	$500 x12 months			$ 2,000	
Phone	$50 x12 months			$ 200	
Rent	10% of $3280=320 x12 months			$ 1,280	
Utilities	10% of $1200=$120 x12 months			$ 480	
Insurance	10% of $6720			$ 224	
Any newly created materials will be submitted to CAFB for Network review prior to finalization.				$ -	
		SUBTOTAL:	$ 9,968	$ 4,984	$ 14,952
D. EQUIPMENT EXPENSES:					
State Share:					
			$ -		
Federal Share:					
				$ -	
		SUBTOTAL:	$ -	$ -	$ -
E. TRAVEL AND PER DIEM:					
State Share:					
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).					
Travel to 13 FSNE sites within the county and to meetings with agencies involved in Nutrition Education activities, etc. 800 miles x12 months x.505 = $4848.00			$ 3,232		
			$ -		
Federal Share:					
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).					
Travel to 13 FSNE sites within the county and to meetings with agencies involved in Nutrition Education activities, etc. 800 miles x12 months x.505 = $4848.00				$ 1,616	
				$ -	
		SUBTOTAL:	$ 3,232	$ 1,616	$ 4,848

F. SUBCONTRACTORS:					
State Share:					
		$ -			
Federal Share:					
			$ -		
	SUBTOTAL:	$ -	$ -	$	-
G. OTHER COSTS:					
State Share:					
Food tasting education, once per month x$0.50 per child x1350 children x12 months		$ 5,400			
		$ -			
Federal Share:					
Food tasting education, once per month x$0.50 per child x1350 children x12 months			$ 2,700		
			$ -		
	SUBTOTAL:	$ 5,400	$ 2,700	$	8,100
H. INDIRECT COSTS:					
State Share:					
_____ (in percent) of Total Salaries and Fringe		$ -			
_____ (in percent) of Total Direct Costs		$ -			
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -			
Federal Share:					
_____ (in percent) of Total Salaries and Fringe			$ -		
_____ (in percent) of Total Direct Costs			$ -		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -		
	SUBTOTAL:	$ -	$ -	$	-
TOTAL		$ 59,294	$ 29,647	$	88,941

SUBCONTRACTOR BUDGET JUSTIFICATION

Food for ple, Inc.

FFY 2009

Contractor: California Association of Food Banks
Contract # 8-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Deborah Waxman Title: Comm. Ed/Outreach Coord	$ 23,660	0.3333		33%	$ 7,886		$ 7,886
2. Name: Anne Holcomb Title: Executive Director	$ 43,680	0.0200	2%		$ 874		$ 874
3. Name: Title:	$ -				$ -		$ -
4. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Deborah Waxman Title: Comm. Ed/Outreach Coord	$ 23,660	0.1667		17%		$ 3,943	$ 3,943
2. Name: Anne Holcomb Title: Executive Director	$ 43,680	0.0100	1%			$ 437	$ 437
3. Name: Title:	$ -					$ -	$ -
4. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**0.53**	**3%**	**50%**	**$ 8,760**	**$ 4,380**	**$ 13,140**

POSITION DESCRIPTIONS:

Community Outreach / Education Coordinator: Coordinates FSNE programs
Executive Director: Oversees development, implemenation, evaluation and finances of FSNE programs

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 25.81% salaries (in percent)	$ 2,260		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 25.81% salaries (in percent)		$ 1,130	
TOTAL	**$ 2,260**	**$ 1,130**	**$ 3,390**
C. OPERATING EXPENSES:			
State Share:			
Paper, postage & office supplies (based on historic costs prorated by % FTE. Record of this calculation will be kept on file by agency)	$ 114		
Printing of existing FSNE materials (10,000/mo. X .04 per copy)	$ 3,200		
	$ -		
Federal Share:			
Paper, postage & office supplies (based on historic costs prorated by % FTE. Record of this calculation will be kept on file by agency)		$ 57	
Printing of existing FSNE materials (10,000/mo. X .04 per copy)		$ 1,600	
		$ -	
SUBTOTAL:	**$ 3,314**	**$ 1,657**	**$ 4,971**

D. EQUIPMENT EXPENSES:

State Share:

$ -

Federal Share:

$ -

SUBTOTAL: $ - $ - $ -

E. TRAVEL AND PER DIEM:

State Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage to FSNE sites: 1300 miles @ .505/mile — $ 438

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Airfare	Hotel	**Total for Network-Sponsored Travel**
3	1	6	$240.00	1 driving trip at 704 miles = $355.52	2 flights @ $250 = $500	3 nights = $330	$1,425.52

$ 950

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage to FSNE sites: 1300 miles @ .505/mile — $ 219

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Parking	**Total for Network-Sponsored Travel**
3	1	6	$240.00	1 driving trip at 704 miles = $355.52	2 flights @ $250 = $500	3 nights = $330	$1,425.52

$ 475

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL: $ 1,388 $ 694 $ 2,082

SUBCONTRACTOR BUDGET JUSTIFICATION
Food for ple, Inc.
FFY 2009

Contractor:California Association of Food Banks
Contract # 08-85122

F. SUBCONTRACTORS:				
State Share:				
		$ -		
Federal Share:				
			$ -	
	SUBTOTAL:	$ -	$ -	$ -
G. OTHER COSTS:				
State Share:				
		$ -		
Federal Share:				
			$ -	
	SUBTOTAL:	$ -	$ -	$ -
H. INDIRECT COSTS:				
State Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
8.61% (in percent) of Total Direct Costs		$ 1,354		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
_____ (in percent) of Total Salaries and Fringe			$ -	
8.61% (in percent) of Total Direct Costs			$ 677	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
	SUBTOTAL:	$ 1,354	$ 677	$ 2,031
TOTAL		$ 17,076	$ 8,538	$ 25,614

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: Dana Wilkie Title: President/CEO	$ 89,459	0.0533	5%		$ 4,772		$ 4,772
2. Name: Kristy Stephens Title: Director of Finance	$ 68,145	0.0267	3%		$ 1,818		$ 1,818
3. Name: Dayatra Latin Title: Director of Operations	$ 56,827	0.1333		13%	$ 7,576		$ 7,576
4. Name: Maria Ramirez Title: Agency Relations Coordinator	$ 36,760	0.1667		17%	$ 6,126		$ 6,126
5. Name: Ron Gregg Title: Resource Development Specialist	$ 43,055	0.0200		2%	$ 862		$ 862
6. Name: Vacant Title: Mobile Pantry Coordinator	$ 29,993	0.3333		33%	$ 9,998		$ 9,998
7. Name: Lawrence Moore Title: Warehouse Supervisor	$ 43,910	0.0467		5%	$ 2,050		$ 2,050
8. Name: Catherine McCarthy Title: Food Resource Specialist	$ 29,076	0.0200		2%	$ 582		$ 582
9. Name: Elias Perez Title: Mobile Pantry Assistant	$ 26,750	0.2000		20%	$ 5,350		$ 5,350
10. Name: Angel Macias Title: Customer Service Rep	$ 27,189	0.0133		1%	$ 362		$ 362
11. Name: Title:	$ -				$ -		$ -
12. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Dana Wilkie Title: President/CEO	$ 89,459	0.0267	3%			$ 2,386	$ 2,386
2. Name: Kristy Stephens Title: Director of Finance	$ 68,145	0.0133	1%			$ 909	$ 909
3. Name: Dayatra Latin Title: Director of Operations	$ 56,827	0.0667		7%		$ 3,788	$ 3,788
4. Name: Maria Ramirez Title: Agency Relations Coordinator	$ 36,760	0.0833		8%		$ 3,063	$ 3,063
5. Name: Ron Gregg Title: Resource Development Specialist	$ 43,055	0.0100		1%		$ 431	$ 431
6. Name: Vacant Title: Mobile Pantry Coordinator	$ 29,993	0.1667		17%		$ 4,999	$ 4,999
7. Name: Lawrence Moore Title: Warehouse Supervisor	$ 43,910	0.0233		2%		$ 1,025	$ 1,025
8. Name: Catherine McCarthy Title: Food Resource Specialist	$ 29,076	0.0100		1%		$ 291	$ 291
9. Name: Elias Perez Title: Mobile Pantry Assistant	$ 26,750	0.1000		10%		$ 2,675	$ 2,675
10. Name: Angel Macias Title: Customer Service Rep	$ 27,189	0.0067		1%		$ 181	$ 181
11. Name: Title:	$ -					$ -	$ -

12. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**1.52**	**12%**	**140%**	**$ 39,496**	**$ 19,748**	**$ 59,244**

POSITION DESCRIPTIONS:

President/CEO: Supervises all staff and oversees overall fiscal and programatic success of programs including FSNE.
Director of Finance: Ensure tracking of actual costs associated with FSNE, timely invoicing, desk review
Director of Operations: Oversees FSNE Programming and Staff
Agency Relations Coord: Responsible for working daily with agencies to provide FSNE materials and training.
Resource Development Specialist: Responsible for newsletters, ordering and maintaining materials, and distribution of FSNE materials
Mobile Pantry Coordinator:Responsible for reviewing FSNE materials, teaching nutrition education classes, and distributing FSNE materials
Warehouse Supervisor:Coordination of material distributed in warehouse as well as nutritional food distributed
Food Resource Specialist: Responsible for distribution of FSNE materials and knowledge.
Mobile Pantry Assistant: Responsible for assisting with loading trucks of FSNE materials for distributions.
Customer Service Rep:Responsible for the distribution of FSNE materials and food.

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:				
State Share:				
Includes payroll taxes and medical/dental benefits at	30.00% salaries (in percent)	$ 11,848		
Federal Share:				
Includes payroll taxes and medical/dental benefits at	30.00% salaries (in percent)		$ 5,924	
TOTAL		**$ 11,848**	**$ 5,924**	**$ 17,772**
C. OPERATING EXPENSES:				
State Share:				
Prorating calculated based on 1.52 FTE / 22 FTE = 7% x Annual cost				
Space Rental ($231,905 x .07 = $16,233.35)		$ 10,822		
		$ -		
Utilities ($52,000 x .07 = $3,640)		$ 2,426		
		$ -		
Telephone ($12,000 x .07 = $840)		$ 560		
		$ -		
Liability (General and Directors and Officers, $35,000 X .07 = $2,450)		$ 1,634		
		$ -		
Supplies (51,000 x .05)		$ 1,700		
		$ -		
Federal Share:				
Prorating calculated based on 1.52 FTE / 22 FTE = 7% x Annual cost				
Space Rental ($231,905 x .07 = $16,233.35)			$ 5,411	
			$ -	
Utilities ($52,000 x .07 = $3,640)			$ 1,213	
			$ -	
Telephone ($12,000 x .07 = $840)			$ 280	
			$ -	
Liability (General and Directors and Officers, $35,000 X .07 = $2,450)			$ 817	
			$ -	
Supplies (51,000 x .05)			$ 850	
			$ -	
	SUBTOTAL:	**$ 17,142**	**$ 8,571**	**$ 25,713**

D. EQUIPMENT EXPENSES:				
State Share:				
Equipment compenents for Mobile Pantry's FSNE activities: Fresno County is a large rural county. The mobile pantry allows for the food bank to serve hard-to-reach populations by taking food to where the people are, especially when there is not a physical food pantry in that area. Equipping the mobile food pantry to make it nutrition education-ready would allow the food bank to augment their services by providing 480 nutrition education classes at distribution sites. The mobile pantry itself has been acquired through non-FSNE funds. The requested enhancements will only be used for FSNE activities with people who are FSNE-eligible.				
3 compartment sink, hand sink, soap and towel dispenser. Note: the health department recommends three sinks (one for hand washing, one to sanitize utensils, and one to wash produce.)	$	5,184		
Cook top	$	838		
4' stainless steel work table to be used during presentations to take clients through all stages of recipe preparation	$	356		
Two door refrigerated prep table to prepare food	$	2,380		
7KW generator to allow operation of refrigerator and other equipment while unit is parked. Needed only to conduct stationary FSNE classes	$	6,286		
Awning needed for sun safety during nutrition education presentations; particularly important for children and the elderly	$	666		
Federal Share:				
Equipment compenents for Mobile Pantry's FSNE activities: Fresno County is a large rural county. The mobile pantry allows for the food bank to serve hard-to-reach populations by taking food to where the people are, especially when there is not a physical food pantry in that area. Equipping the mobile food pantry to make it nutrition education-ready would allow the food bank to augment their services by providing 480 nutrition education classes at distribution sites. The mobile pantry itself has been acquired through non-FSNE funds. The requested enhancements will only be used for FSNE activities with people who are FSNE-eligible.				
3 compartment sink, hand sink, soap and towel dispenser. Note: the health department recommends three sinks (one for hand washing, one to sanitize utensils, and one to wash produce.)			$	2,592
Cook top			$	419
4' stainless steel work table to be used during presentations to take clients through all stages of recipe preparation			$	178
Two door refrigerated prep table to prepare food			$	1,190
7KW generator to allow operation of refrigerator and other equipment while unit is parked. Needed only to conduct stationary FSNE classes			$	3,143
Awning needed for sun safety during nutrition education presentations; particularly important for children and the elderly			$	333
SUBTOTAL:	**$**	**15,710**	**$**	**7,855**
E. TRAVEL AND PER DIEM:				
State Share:				
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).				
Travel to and From NE sites est at 200 miles/wk X 52 x .30 = 3,120 miles at $0.505/m = $1575.60	$	1,050		
Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.				

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Parking	Lodging	**Total for Network-Sponsored Travel**
2	1,4	8	$320.00	700 miles = $353	$64.00	2 nights for 2 people = $440	$1,177.00

$ 785

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Travel to and From NE sites est at 200 miles/wk X 52 x .30 = 3,120 miles at $0.505/m = $1575.60 — $ 525

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Parking	Lodging	**Total for Network-Sponsored Travel**
2	1,4	8	$320.00	700 miles = $353	$64.00	2 nights for 2 people = $440	$1,177.00

$ 392

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL:	$ 1,835	$ 917	$ 2,752

F. SUBCONTRACTORS:

State Share: $ -

Federal Share: $ -

SUBTOTAL:	$ -	$ -	$ -

G. OTHER COSTS:

State Share: $ -

Federal Share: $ -

SUBTOTAL:	$ -	$ -	$ -

H. INDIRECT COSTS:				
State Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
19% (in percent) of Total Direct Costs		$ 16,345		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
_____ (in percent) of Total Salaries and Fringe			$ -	
19% (in percent) of Total Direct Costs			$ 8,173	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
SUBTOTAL:		**$ 16,345**	**$ 8,173**	**$ 24,518**
TOTAL		**$ 102,376**	**$ 51,188**	**$ 153,564**

SUBCONTRACTOR BUDGET JUSTIFICATION
Imperial Valley Food Bank
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Betty J Cloud Title: Executive Director	$ 39,229	0.0533		5%	$ 2,092		$ 2,092
2.	Name: Lucia Sanchez Title: Outreach Coordinator	$ 27,830	0.2200		22%	$ 6,123		$ 6,123
3.	Name: Title:	$ -				$ -		$ -
4.	Name: Title:	$ -				$ -		$ -
5.	Name: Title:	$ -				$ -		$ -
	FEDERAL SHARE POSITIONS							
1.	Name: Betty J Cloud Title: Executive Director	$ 39,229	0.0267		3%		$ 1,046	$ 1,046
2.	Name: Lucia Sanchez Title: Outreach Coordinator	$ 27,830	0.1100		11%		$ 3,062	$ 3,062
3.	Name: Title:	$ -					$ -	$ -
4.	Name: Title:	$ -					$ -	$ -
5.	Name: Title:	$ -					$ -	$ -
	SUBTOTAL		**0.41**		**41%**	**$ 8,215**	**$ 4,108**	**$ 12,323**

POSITION DESCRIPTIONS:

1 Executive Director: Oversee the development and evaluation of all program at the food bank and promote healthy eating and physical activities in meeting, conference and events

2 Outreach Coordinator: Provide nutritional education, food safety training, cooking demonstrations, and physical activity promotion to low-income families, individuals and the elderly.

B. FRINGE BENEFITS:

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
State Share:					
Includes payroll taxes and medical/dental benefits at	10.00%	salaries (in percent)	$ 822		
Federal Share:					
Includes payroll taxes and medical/dental benefits at	10.00%	salaries (in percent)		$ 410	
TOTAL			**$ 822**	**$ 410**	**$ 1,232**

SUBCONTRACTOR BUDGET JUSTIFICATION
Imperial Valley Food Bank
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

C. OPERATING EXPENSES:			
State Share:			
All costs calculated based on historical FSNE expenses.			
In house printing: ink for printer 90 x 5 = $450 reams of paper per box $54 x 8 = 432	$ 588		
	$ -		
Phone: Call to set up meeting , outreach and events	$ 80		
	$ -		
Internet: to research materials, articles and order materials, also to sent reports	$ 166		
	$ -		
Postages: purchase stamps, certificate mail , report to CAFB/CDPH	$ 84		
	$ -		
Office supplies: pencil, pen, folders, fasteners, color paper, etc	$ 134		
	$ -		
	$ -		
Federal Share:			
All costs calculated based on historical FSNE expenses.			
In house printing: ink for printer 90 x 5 = $450 reams of paper per box $54 x 8 = 432		$ 294	
		$ -	
Phone: Call to set up meeting , outreach and events		$ 40	
		$ -	
Internet: to research materials, articles and order materials, also to sent reports		$ 83	
		$ -	
Postages: purchase stamps, certificate mail , report to CAFB/CDPH		$ 42	
		$ -	
Office supplies: pencil, pen, folders, fasteners, color paper, etc		$ 67	
		$ -	
		$ -	
SUBTOTAL:	**$ 1,052**	**$ 526**	**$ 1,578**
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**

E. TRAVEL AND PER DIEM:

State Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

200 miles per month @ .505 (DPA rate) x 12 == $1,212 — $ 808

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Air Travel	Hotel	**Total for Network-Sponsored Travel**
1	2	2	$80.00	1 flight = $300	1 night hotel @ $84 = $84	$464.00

$ 309

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

$ -

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

200 miles per month @ .505 (DPA rate) x 12 == $1,212 — $ 404

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Air Travel	Hotel	**Total for Network-Sponsored Travel**
1	2	2	$80.00	1 flight = $300	1 night hotel @ $84 = $84	$464.00

$ 155

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

$ -

SUBTOTAL:	**$ 1,117**	**$ 559**	**$ 1,676**

SUBCONTRACTOR BUDGET JUSTIFICATION
Imperial Valley Food Bank
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

F.	SUBCONTRACTORS:													
	State Share:													
											$ -			
	Federal Share:													
												$ -		
										SUBTOTAL:	$ -	$ -	$ -	
G.	OTHER COSTS:													
	State Share:													
											$ -			
											$ -			
											$ -			
											$ -			
											$ -			
											$ -			
											$ -			
											$ -			
											$ -			
	Federal Share:													
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
												$ -		
										SUBTOTAL:	$ -	$ -	$ -	
H.	INDIRECT COSTS:													
	State Share:													
	15%	(in percent) of Total Salaries and Fringe									$ 1,356			
		(in percent) of Total Direct Costs									$ -			
		(in percent) of Modified Directs (provide what costs to be included)						$ -			$ -			
	Federal Share:													
	15%	(in percent) of Total Salaries and Fringe										$ 678		
		(in percent) of Total Direct Costs										$ -		
		(in percent) of Modified Directs (provide what costs to be included)						$ -				$ -		
										SUBTOTAL:	$ 1,356	$ 678	$ 2,034	
		TOTAL									$ 12,562	$ 6,281	$ 18,843	

SUBCONTRACTOR BUDGET JUSTIFICATION

Los Angeles R al Food Bank

FFY 2009

Contractor:California Association of Food Banks
Contract 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: Maricelle Rañola Title: Nutrition Director	$ 51,064	0.1667		17%	$ 8,510		$ 8,510
2. Name: Susan Cisneros Title: Child & Nutrition Program Specialist	$ 30,168	0.1333		13%	$ 4,022		$ 4,022
3. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Maricelle Rañola Title: Nutrition Director	$ 51,064	0.0833		8%		$ 4,255	$ 4,255
2. Name: Susan Cisneros Title: Child & Nutrition Program Specialist	$ 30,168	0.0667		7%		$ 2,011	$ 2,011
3. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**0.45**		**45%**	**$ 12,532**	**$ 6,266**	**$ 18,798**

POSITION DESCRIPTIONS:

1 Nutrition Director: Oversight of Foodbank's Nutrition Education including Kids Café PowerPack Program, Kids Café Summer Food Service Program, Nutrition Education to agencies and the Foodbank Team.

2 Child & Nutrition Programs Specialist: Technical and program implementaion for Kids Café programs including nutrition ed.

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:					
State Share:					
Includes payroll taxes and medical/dental benefits at	22.00%	salaries (in percent)	$ 2,757		
Federal Share:					
Includes payroll taxes and medical/dental benefits at	22.00%	salaries (in percent)		$ 1,379	
TOTAL			**$ 2,757**	**$ 1,379**	**$ 4,136**
C. OPERATING EXPENSES:					
State Share:			$ -		
Federal Share:				$ -	
		SUBTOTAL:	**$ -**	**$ -**	**$ -**
D. EQUIPMENT EXPENSES:					
State Share:			$ -		
Federal Share:				$ -	
		SUBTOTAL:	**$ -**	**$ -**	**$ -**

E. TRAVEL AND PER DIEM:

State Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage for Nutrition Ed workshops for FSNE eligibles (5941 miles @ .505/mile)	$	2,000

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Airfare	Hotel	**Total for Network-Sponsored Travel**		
4	1,2	10	$400.00	5 flights @ $250 = $1250	5 nights = $550	$2,200.00	$	1,467

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage for Nutrition Ed workshops for FSNE eligibles (5941 miles @ .505/mile)	$	1,000

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Airfare	Hotel	**Total for Network-Sponsored Travel**		
4	1,2	10	$400.00	5 flights @ $250 = $1250	5 nights = $550	$2,200.00	$	733

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL:	**$ 3,467**	**$ 1,733**	**$ 5,200**

SUBCONTRACTOR BUDGET JUSTIFICATION

Los Angeles R al Food Bank

FFY 2009

F. SUBCONTRACTORS:			
State Share:	$ -		
Federal Share:		$ -	
SUBTOTAL:	$ -	$ -	$ -
G. OTHER COSTS:			
State Share:	$ -		
Quarterly Nutrition Education Newsletter to agency network (to be submitted to the Network for approval before distribution)	$ 2,400		
Nutrition Education Classes and Workshop Materials ($50/class 4 classes/mo.)	$ 1,600		
ServSafe food safety classes for agencies providing FSNE related food tastings (1 class/mo, 10 people/class, $100/person)	$ 8,000		
Agency Relations Conference Nutrition Track Materials (annual agency conference held by LARFB)	$ 166		
Nutrition Olympics For a Kids Café Site (materials for games with a nutrition education message)	$ 166		
	$ -		
Federal Share:		$ -	
Quarterly Nutrition Education Newsletter to agency network (to be submitted to the Network for approval before distribution)		$ 1,200	
Nutrition Education Classes and Workshop Materials ($50/class 4 classes/mo.)		$ 800	
ServSafe food safety classes for agencies providing FSNE related food tastings (1 class/mo, 10 people/class, $100/person)		$ 4,000	
Agency Relations Conference Nutrition Track Materials (annual agency conference held by LARFB)		$ 83	
Nutrition Olympics For a Kids Café Site (materials for games with a nutrition education message)		$ 83	
		$ -	
SUBTOTAL:	$ 12,332	$ 6,166	$ 18,498
H. INDIRECT COSTS:			
State Share:			
_____ (in percent) of Total Salaries and Fringe	$ -		
_____ (in percent) of Total Direct Costs	$ -		
_____ (in percent) of Modified Directs (provide what costs to be included) $ -	$ -		
Federal Share:			
_____ (in percent) of Total Salaries and Fringe		$ -	
_____ (in percent) of Total Direct Costs		$ -	
_____ (in percent) of Modified Directs (provide what costs to be included) $ -		$ -	
SUBTOTAL:	$ -	$ -	$ -
TOTAL	$ 31,088	$ 15,544	$ 46,632

SUBCONTRACTOR BUDGET JUSTIFICATION

Lake County Com ity Action Agency

FFY 2009

Contractor:California Association of Food Banks
Contract # 8-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Georgina Lehne							
	Title: Executive Director	$ 47,000	0.0333	3%		$ 1,566		$ 1,566
2.	Name: Lou Denny							
	Title: Food Programs Manager	$ 31,000	0.1267		13%	$ 3,926		$ 3,926
3.	Name: Jim Manley							
	Title: Warehouse & Agency Svc	$ 26,000	0.0467		5%	$ 1,214		$ 1,214
4.	Name: Sonya Lujan-Rodriques							
	Title: Program Assistant #1	$ 24,500	0.0333		3%	$ 816		$ 816
5.	Name: Sarina Bechel							
	Title: Program Assistant #2	$ 18,100	0.0467		5%	$ 844		$ 844
6.	Name:							
	Title:	$ -				$ -		$ -
	FEDERAL SHARE POSITIONS							
1.	Name: Georgina Lehne							
	Title: Executive Director	$ 47,000	0.0167	2%			$ 783	$ 783
2.	Name: Lou Denny							
	Title: Food Programs Manager	$ 31,000	0.0633		6%		$ 1,963	$ 1,963
3.	Name: Jim Manley							
	Title: Warehouse & Agency Svc	$ 26,000	0.0233		2%		$ 607	$ 607
4.	Name: Sonya Lujan-Rodriques							
	Title: Program Assistant #1	$ 24,500	0.0167		2%		$ 408	$ 408
5.	Name: Sarina Bechel							
	Title: Program Assistant #2	$ 18,100	0.0233		2%		$ 422	$ 422
6.	Name:							
	Title:	$ -					$ -	$ -
	SUBTOTAL		**0.43**	**5%**	**38%**	**$ 8,366**	**$ 4,183**	**$ 12,549**

POSITION DESCRIPTIONS:

1 Executive Director: Oversees all food bank programs (including Nurtrition Education) & supervises all food bank staff.
2 Food Programs Manager: Oversees training & development of staff & new programs including Nutriton education.
3 Warehouse & Agency Svc: Acts as primary liason with agencies & delivers Nutrition Education materials to agencies
4-5 Program Assist #1 & #2: Supervises food pantry working directly with client poulation to provide Nutrition Educ

B FRINGE BENEFITS:		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
State Share:				
Includes payroll taxes and medical/dental benefits at	13.00% salaries (in percent)	$ 1,088		
Federal Share:				
Includes payroll taxes and medical/dental benefits at	13.00% salaries (in percent)		$ 544	
TOTAL		**$ 1,088**	**$ 544**	**$ 1,632**

C OPERATING EXPENSES: All costs based on % of FTE either annually or monthly.

State Share:

Meeting Office Supplies (based on historical FSNE costs)	$ 666		
Telephone & Postage (based on historical FSNE costs)	$ 734		
Photocopying 600 @ $.04	$ 16		

Federal Share:

Meeting Office Supplies (based on historical FSNE costs)		$ 333	
Telephone & Postage (based on historical FSNE costs)		$ 367	
Photocopying 600 @ $.04		$ 8	
SUBTOTAL:	**$ 1,416**	**$ 708**	**$ 2,124**

D EQUIPMENT EXPENSES:

State Share:

	$ -		

Federal Share:

		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**

E TRAVEL AND PER DIEM:

State Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage: 3,500 miles @ $.505 — $ 1,178

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	**Total for Network-Sponsored Travel**
3	1,2	6	$240.00	600 miles = $303	6 nights @ $110 = $660	$1,203.00

$ 802

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage: 3,500 miles @ $.505 — $ 589

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	**Total for Network-Sponsored Travel**
3	1,2	6	$240.00	600 miles = $303	6 nights @ $110 = $660	$1,203.00

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

		$ 401	
SUBTOTAL:	**$ 1,980**	**$ 990**	**$ 2,970**

F SUBCONTRACTORS:

State Share:

Nutrition Ed Specialist: development & presentation of FSNE curriculum materials for nutrition education classes at qualifying sites.* $50/hour x 2 hours x 10 presentations	$ 666		

Federal Share:

Nutrition Ed Specialist: development & presentation of FSNE curriculum materials for nutrition education classes at qualifying sites.* $50/hour x 2 hours x 10 presentations		$ 333	

*All newly created materials must be submitted to CAFB for *Network* approval prior to finalizing.

SUBTOTAL:	**$ 666**	**$ 333**	**$ 999**

G OTHER COSTS:

State Share:

Training Materials (binders, flip-pads, markers, lamination & other paper supplies	$ 1,000		
Liability insurance for off-site nutrition education events (healthy cooking classes and nutrition education classes)	$ 200		
Food for demonstration at children & adult cooking classes (10 classes with 30 people attending each) (not lunch or meal - demonstration only at $2.50/person/class)	$ 500		
Photocopying/Printing presentation materials (3000 @ $.04)	$ 80		

Federal Share:

Training Materials (binders, flip-pads, markers, lamination & other paper supplies		$ 500	
Liability insurance for off-site nutrition education events (healthy cooking classes and nutrition education classes)		$ 100	
Food for demonstration at children & adult cooking classes (10 classes with 30 people attending each) (not lunch or meal - demonstration only at $2.50/person/class)		$ 250	
Photocopying/Printing presentation materials (3000 @ $.04)		$ 40	

SUBTOTAL:	**$ 1,780**	**$ 890**	**$ 2,670**

H INDIRECT COSTS:					
State Share:					
_____ (in percent) of Total Salaries and Fringe		$ -			
18% (in percent) of Total Direct Costs		$ 2,754			
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -			
Federal Share:					
_____ (in percent) of Total Salaries and Fringe			$ -		
18% (in percent) of Total Direct Costs			$ 1,377		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -		
SUBTOTAL:		**$ 2,754**	**$ 1,377**	**$ 4,131**	
TOTAL		**$ 18,050**	**$ 9,025**	**$ 27,075**	

SUBCONTRACTOR B. .ET JUSTIFICATION
Fresno Metro Ministry
FFY 2009

Contractor:California Association .od Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

	1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: Edie Jessup Title: Project Coordinator	$ 58,240	0.4333		43%	$ 25,238		$ 25,238
2.	Name: Bee Lee Title: Assistant Coordinator	$ 35,000	0.4333		43%	$ 15,166		$ 15,166
3.	Name: Richard P. Yanes Title: Executive Director	$ 65,000	0.1667	17%		$ 10,834		$ 10,834
4.	Name: Socorro Gaeta Title: Bilingual Outreach Staff	$ 12,500	0.3333		33%	$ 4,166		$ 4,166
5.	Name: Reyna Villalobos Title: CCROPP project coordinator	$ 40,000	0.3334		33%	$ 13,336		$ 13,336
6.	Name: Renae Muniz Title: Administrative Assistant	$ 41,600	0.1667	17%		$ 6,934		$ 6,934
7.	Name: TBD Title: Bookkeeper	$ 40,300	0.1667	17%		$ 6,716		$ 6,716
8.	Name: Title:	$ -				$ -		$ -
	FEDERAL SHARE POSITIONS							
1.	Name: Edie Jessup Title: Project Coordinator	$ 58,240	0.2167		22%		$ 12,619	$ 12,619
2.	Name: Bee Lee Title: Assistant Coordinator	$ 35,000	0.2167		22%		$ 7,583	$ 7,583
3.	Name: Richard P. Yanes Title: Executive Director	$ 65,000	0.0833	8%			$ 5,417	$ 5,417
4.	Name: Socorro Gaeta Title: Bilingual Outreach Staff	$ 12,500	0.1666		17%		$ 2,083	$ 2,083
5.	Name: Reyna Villalobos Title: CCROPP project coordinator	$ 40,000	0.1667		17%		$ 6,668	$ 6,668
6.	Name: Renae Muniz Title: Administrative Assistant	$ 41,600	0.0833	8%			$ 3,467	$ 3,467
7.	Name: TBD Title: Bookkeeper	$ 40,300	0.0833	8%			$ 3,358	$ 3,358
8.	Name: Title:	$ -					$ -	$ -
	SUBTOTAL		3.05	75%	230%	$ 82,390	$ 41,195	$ 123,585

POSITION DESCRIPTIONS:

Project Coordinator : oversees the planning, implementation and evaluation of Nutrition; Regional Nut. Ed. T/A. programs, and nutrition education.
Project Assistant Coordinator: Assist in the planning, implementation and evaluation of Nutrition programs, and direct nutrition education.
Executive Director: Provides fiscal and program management for all organization's programs.
Bilingual Outreach Staff: Provide bi-lingual outreach for nutrition ed programs.
Central California Regional Obesity Prevention Project project coordinator: Provides nutrition education throughout the county. No policy work will be conducted.
Administrative Assistant: Answers phones, coordinates mailings, facilitates communications with target population and materials distribution.
Bookkeeper: Tracking expenses and time sheets for agency; budget management; submission of invoice and state share docs.

SUBCONTRACTOR B. .ET JUSTIFICATION
Fresno Metro Ministry
FFY 2009

Contractor:California Association .od Banks
Contract #: 08-85122

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 24.00% salaries (in percent)	$ 19,774		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 24.00% salaries (in percent)		$ 9,887	
TOTAL	$ 19,774	$ 9,887	$ 29,661
C. OPERATING EXPENSES:			
State Share:			
Materials and supplies for nutrition education forums; Flip Charts, pens, name badges, folders, office supplies	$ 2,666		
Forum agenda will be submitted to the Network for review prior to finalizing. If the Network determines that forum is not 100% FSNE related, all forum related costs will need to be prorated.			
Space rental for FSNE meetings	$ 2,334		
Rent, Utilities, Insurance for Office Space prorated for %FTE of organization dedicated to FSO	$ 6,000		
Communications: Fax, phone, email prorated for %FTE of organization dedicated to FSO	$ 5,000		
Office supplies and maintenance prorated for %FTE of organization dedicated to FSO	$ 1,866		
	$ -		
Federal Share:			
Materials and supplies for nutrition education forums; Flip Charts, pens, name badges, folders, office supplies		$ 1,333	
Forum agenda will be submitted to the Network for review prior to finalizing. If the Network determines that forum is not 100% FSNE related, all forum related costs will need to be prorated.			
Space rental for FSNE meetings		$ 1,167	
Rent, Utilities, Insurance for Office Space prorated for %FTE of organization dedicated to FSO		$ 3,000	
Communications: Fax, phone, email prorated for %FTE of organization dedicated to FSO		$ 2,500	
Office supplies and maintenance prorated for %FTE of organization dedicated to FSO		$ 933	
		$ -	
SUBTOTAL:	$ 17,866	$ 8,933	$ 26,799
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	$ -	$ -	$ -
E. TRAVEL AND PER DIEM:			
State Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
Conference Registrations: Including Network for a Healthy Ca Steering Committee 4xYear; Obesity Prevention Conference; and Prevention Institute/Policylink/Ca. Endowment and related Nutrition Education Conferences. (8 conferences @ $200)	$ 1,067		
200 miles @ .505 = $101	$ 67		
*Non-Network Sponsored Travel Forms will be submitted for approval prior to travel so that allowable % proration can be applied to travel costs.			
Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.			

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Parking	**Total for Network-Sponsored Travel**			
8	1, 2, 4, 5	32	$1,280.00	350 miles for 8 trips = $1414.00		$73.00	$2,767.00		$ 1,845	

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Conference Registrations: Including Network for a Healthy Ca Steering Committee 4xYear; Obesity Prevention Conference; and Prevention Institute/Policylink/Ca. Endowment and related Nutrition Education Conferences. (8 conferences @ $200) — $ 533

200 miles @ .505 = $101 — $ 34

*Non-Network Sponsored Travel Forms will be submitted for approval prior to travel so that allowable % proration can be applied to travel costs.

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Parking	**Total for Network-Sponsored Travel**			
8	1, 2, 4, 5	32	$1,280.00	350 miles for 8 trips = $1414.00		$73.00	$2,767.00		$ 922	

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL:	$ 2,979	$ 1,489	$ 4,468

F. SUBCONTRACTORS:

State Share: $ -

Federal Share: $ -

SUBTOTAL:	$ -	$ -	$ -

G. OTHER COSTS:		
State Share:		
Use of interpreter equipment (owned by Metro): batteries, repair, maintainance	$	1,667
100 interpreter sets x 25 events = 2500 total usages/year estimate x $1/use/headset=$2,500. This is based on a minimal expense per usage, and allows us to fully utilize our headsets in the community for Metro Nutrition Ed Events, and for the wider community to use the interpreting equipment for nutrition education. Other use of equipment would be charged to other projects.		
#REF! #REF!		
#REF! #REF!		
Food Demonstrations at events ($.50/person/event (80 people@4 Forums;	$	1,600
10 people@6 task groups; 20 people@ other events) = 400 people x 12 months x $.50= $2,400		
Press conferences to announce FSNE activities through local media.	$	2,000
A press conference costs an average of $200.$200 x 20 press representatives/event x 10 press events = $2000.		
This cost includes site acquisition, press releases, follow up to coverage.		
We provide sound set up and arrange for spokespersons on topics for the press.		
All charges would be attributable to a specific press event, and copies of all materials for up to 20 press representatives.		
In addition, press packets detailing the Nutrition issues of the conference are a separate cost.		
We anticipate 20 press packets x 10 events x $5 per packet = $1000		
Printing: Copying costs will prorated for events that are not 100% FSNE allowable.	$	18,933
Copying for FSNE events including Forums, workshops and taskgroups, and for the copying of existing FSNE materials.		
(284,000 @ .10 = $28,400)		
Newsletter	$	7,733
Metro produces an agency newsletter with about 1/4 committed to some aspect of hunger and nutrition. We have a mailing list of over 4,000, and the costs present as 4,000 newsletters= $3,200 total cost/ 4 = $800 to Nutrition Ed per Newsletter		
#REF! #REF!		
plus an inhouse produced newsletter on only Hunger & Nutrition Issues mailed monthly to 750		
x 12 months x 12 pages x $.10 = $10,800. $800 + $10,800 = $11,600.		
Prior to finalizing, draft newsletter will be submitted to CAFB/Network for review. If the Network determines that newsletter is less than 1/4 FSNE related, then costs may need to be prorated further.		
Translation	$	3,667
This item includes both translation of materials developed on Nutrition Ed by this project, and translation services at $50/hr as needed for meetings on Nutrition Ed if we do not have inhouse translation available from outreach staff.		
55 meetings for 2 hours each meeting x $50/hour = $5500		
Transcription of Meetings (will be prorated based upon % of meeting that is FSNE related.	$	3,466
Consumer developed materials	$	666
Work with low income nutrition education groups to produce materials that communicate to low literacy and multilingual people on Nutrition Education. Include materials for development of messages print, audio, video.		
Prior to finalizing, draft materials will be submitted to CAFB/Network for review.		
Website, Making Connections Resource Directory	$	2,200
Development and posting of Nutrition Ed to Website; Making Connections pages on Food/Nutrition and access to other CBOs;		
Focus Groups	$	1,800
To develop new NE materials and tactics with a variety of communities. 2 meetings each of 4 focus groups = 8 meetings and materialsx $300= $2,400;		
and to vet materials developed in Consumer Developed Materials as needed ($300). $2,400 + $300= $2,700.		
Prior to finalizing, draft focus group materials will be submitted to CAFB/Network for review.		
Project Evaluation (surveys and partnerships with agencies to evaluate practices and nutrition education materials development.)	$	3,334
Regional Collaboration	$	1,334
Attendance at both Regional Network Collaborative Meetings, joint development of projects and CCROPP regional collaboration on nutrition education.		

Federal Share:				
Use of interpreter equipment (owned by Metro): batteries, repair, maintainance			$ 834	
100 interpreter sets x 25 events = 2500 total usages/year estimate x $1/use/headset=$2,500. This is based on a minimal expense per usage, and allows us to fully utilize our headsets in the community for Metro Nutrition Ed Events, and for the wider community to use the interpreting equipment for nutrition education. Other use of equipment would be charged to other projects.				
#REF! #REF!				
#REF! #REF!				
Food Demonstrations at events ($.50/person/event (80 people@4 Forums; 10 people@6 task groups; 20 people@ other events) = 400 people x 12 months x $.50= $2,400			$ 800	
Press conferences to announce FSNE activities through local media.			$ 1,000	
A press conference costs an average of $200.$200 x 20 press representatives/event x 10 press events = $2000. This cost includes site acquisition, press releases, follow up to coverage. We provide sound set up and arrange for spokespersons on topics for the press. All charges would be attributable to a specific press event, and copies of all materials for up to 20 press representatives. In addition, press packets detailing the Nutrition issues of the conference are a separate cost. We anticipate 20 press packets x 10 events x $5 per packet = $1000				
Printing: Copying costs will prorated for events that are not 100% FSNE allowable.			$ 9,467	
Copying for FSNE events including Forums, workshops and taskgroups, and for the copying of existing FSNE materials. (284,000 @ .10 = $28,400)				
Newsletter			$ 3,867	
Metro produces an agency newsletter with about 1/4 committed to some aspect of hunger and nutrition. We have a mailing list of over 4,000, and the costs present as 4,000 newsletters= $3,200 total cost/ 4 = $800 to Nutrition Ed per Newsletter				
#REF! #REF!				
plus an inhouse produced newsletter on only Hunger & Nutrition Issues mailed monthly to 750 x 12 months x 12 pages x $.10 = $10,800. $800 + $10,800 = $11,600. Prior to finalizing, draft newsletter will be submitted to CAFB/Network for review. If the Network determines that newsletter is less than 1/4 FSNE related, then costs may need to be prorated further.				
Translation			$ 1,834	
This item includes both translation of materials developed on Nutrition Ed by this project, and translation services at $50/hr as needed for meetings on Nutrition Ed if we do not have inhouse translation available from outreach staff. 55 meetings for 2 hours each meeting x $50/hour = $5500				
Transcription of Meetings (will be prorated based upon % of meeting that is FSNE related.			$ 1,733	
Consumer developed materials			$ 333	
Work with low income nutrition education groups to produce materials that communicate to low literacy and multilingual people on Nutrition Education. Include materials for development of messages print, audio, video. Prior to finalizing, draft materials will be submitted to CAFB/Network for review.				
Website, Making Connections Resource Directory			$ 1,100	
Development and posting of Nutrition Ed to Website; Making Connections pages on Food/Nutrition and access to other CBOs;				
Focus Groups			$ 900	
To develop new NE materials and tactics with a variety of communities. 2 meetings each of 4 focus groups = 8 meetings and materialsx $300= $2,400; and to vet materials developed in Consumer Developed Materials as needed ($300). $2,400 + $300= $2,700. Prior to finalizing, draft focus group materials will be submitted to CAFB/Network for review.				
Project Evaluation (surveys and partnerships with agencies to evaluate practices and nutrition education materials development.)			$ 1,667	
Regional Collaboration			$ 667	
Attendance at both Regional Network Collaborative Meetings, joint development of projects and CCROPP regional collaboration on nutrition education.				
	SUBTOTAL:	$ 48,400	$ 24,200	$ 72,600

SUBCONTRACTOR B. JET JUSTIFICATION
Fresno Metro Ministry
FFY 2009

H. INDIRECT COSTS:				
State Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
_____ (in percent) of Total Direct Costs		$ -		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
_____ (in percent) of Total Salaries and Fringe			$ -	
_____ (in percent) of Total Direct Costs			$ -	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
SUBTOTAL:		$ -	$ -	$ -
TOTAL		$ 171,409	$ 85,704	$ 257,114

SUBCONTRACTOR BUDGET JUSTIFICATION

People ocery

FFY 2009

Contractor: California Association of ood Banks
Contract 8-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: TBD Title: Peer Educator	$ 16,640	0.3333		33%	$ 5,546		$ 5,546
2. Name: TBD Title: Peer Educator	$ 16,640	0.3333		33%	$ 5,546		$ 5,546
3. Name: Jason Uribe Title: Garden Manager	$ 32,000	0.1333		13%	$ 4,266		$ 4,266
4. Name: Diana Abellera Title: Education Director	$ -				$ -		$ -
5. Name: Title:	$ -				$ -		$ -
6. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: TBD Title: Peer Educator	$ 16,640	0.1667		17%		$ 2,773	$ 2,773
2. Name: TBD Title: Peer Educator	$ 16,640	0.1667		17%		$ 2,773	$ 2,773
3. Name: Jason Uribe Title: Garden Manager	$ 32,000	0.0667		7%		$ 2,133	$ 2,133
4. Name: Diana Abellera Title: Education Director	$ -					$ -	$ -
5. Name: Title:	$ -					$ -	$ -
6. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**1.20**		**120%**	**$ 15,358**	**$ 7,679**	**$ 23,037**

POSITION DESCRIPTIONS:

Peer Educators deliver nutrition education workshops and cooking demonstrations to FSNE eligible children, youth, and adults.
The Garden Manager delivers nutrition education and conducts outreach to increase the consumption of fruits and vegetables among FSNE eligible households
Education Director oversees nutrition education programs and implementation.

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:				
State Share:				
Includes payroll taxes and medical/dental benefits at	5.00% salaries (in percent)	$ 768		
Federal Share:				
Includes payroll taxes and medical/dental benefits at	5.00% salaries (in percent)		$ 384	
TOTAL		**$ 768**	**$ 384**	**$ 1,152**

C. OPERATING EXPENSES:

State Share:

Costs prorated based on a ratio of FSNE utilization of costs to overall costs.
Documentation will be kept on file to support prorating percentage.

Phone costs- 1/4 of organization's total costs minus federal share ($3000-600)	$ 400		
Materials (1/5 of organization's total materials costs)	$ 66		
Printing costs of Nutrition Education- $4/newsletter for 75 families per month for 12 months	$ 2,400		

Federal Share:

Costs prorated based on a ratio of FSNE utilization of costs to overall costs.
Documentation will be kept on file to support prorating percentage.

Phone costs- 1/4 of organization's total costs minus federal share ($3000-600)		$ 200	
Materials (1/5 of organization's total materials costs)		$ 33	
Printing costs of Nutrition Education- $4/newsletter for 75 families per month for 12 months		$ 1,200	
SUBTOTAL:	**$ 2,866**	**$ 1,433**	**$ 4,299**

D. EQUIPMENT EXPENSES:

State Share:

$ -

Federal Share:

$ -

SUBTOTAL:	**$ -**	**$ -**	**$ -**

E. TRAVEL AND PER DIEM:

State Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Parking	**Total for Network-Sponsored Travel**
1	1,2,3, or 4	1	$40.00	180 miles = 91	$16.00	$147.00

$ 98

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Parking	**Total for Network-Sponsored Travel**
1	1,2,3, or 4	1	$40.00	180 miles = 91	$16.00	$147.00

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

			$ 49	
SUBTOTAL:	**$ 98**	**$ 49**	**$ 147**

F. SUBCONTRACTORS:

State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**

G. OTHER COSTS:

State Share:			
Budget represents cost for food samples associated with a nutrition education lesson; no meals or snacks will be provided. Taste testing samples will not exceed $2.50/person, including supply costs.			
Food costs for cooking classes- $25/class for 64 classes	$ 1,066		
Food costs for youth presentations- $10/workshop for 12 workshops	$ 80		
Food costs for cooking demos and taste tests- $20/event for 36 events	$ 480		
Federal Share:			
Budget represents cost for food samples associated with a nutrition education lesson; no meals or snacks will be provided. Taste testing samples will not exceed $2.50/person, including supply costs.			
Food costs for cooking classes- $25/class for 64 classes		$ 533	
Food costs for youth presentations- $10/workshop for 12 workshops		$ 40	
Food costs for cooking demos and taste tests- $20/event for 36 events		$ 240	
SUBTOTAL:	**$ 1,626**	**$ 813**	**$ 2,439**

H. INDIRECT COSTS:

State Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
10% (in percent) of Total Direct Costs		$ 2,072		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
_____ (in percent) of Total Salaries and Fringe			$ -	
10% (in percent) of Total Direct Costs			$ 1,036	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
SUBTOTAL:		**$ 2,072**	**$ 1,036**	**$ 3,108**
TOTAL		**$ 22,788**	**$ 11,394**	**$ 34,182**

SUBCONTRACTOR BUDGET JUSTIFICATION
Redwood Empire Food Bank
FFY 2009

Contractor:California Association of Food Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Gail Atkins Title: Director of Programs	$ 65,000	0.1333		13.33%	$ 8,666		$ 8,666
2.	Name: Jackie Klamt Title: Agency Relations Coordinator	$ 38,525	0.1000		10.00%	$ 3,852		$ 3,852
3.	Name: Juana Renovato Title: Programs Coordinator	$ 31,777	0.0667		6.67%	$ 2,118		$ 2,118
4.	Name: Lina Hernandez Title: Programs Specialist	$ 28,894	0.0667		6.67%	$ 1,926		$ 1,926
5.	Name: Paul Robinson Title: Business Manager	$ 52,500	0.0333	3.33%		$ 1,750		$ 1,750
6.	Name: Jill Barron Title: Community Programs Coordinator	$ 43,985	0.0667		6.67%	$ 2,932		$ 2,932
7.	Name: Title:	$ -				$ -		$ -
	FEDERAL SHARE POSITIONS							
1.	Name: Gail Atkins Title: Director of Programs	$ 65,000	0.0667		6.67%		$ 4,333	$ 4,333
2.	Name: Jackie Klamt Title: Agency Relations Coordinator	$ 38,525	0.0500		5.00%		$ 1,926	$ 1,926
3.	Name: Juana Renovato Title: Programs Coordinator	$ 31,777	0.0333		3.33%		$ 1,059	$ 1,059
4.	Name: Lina Hernandez Title: Programs Specialist	$ 28,894	0.0333		3.33%		$ 963	$ 963
5.	Name: Paul Robinson Title: Business Manager	$ 52,500	0.0167	1.67%			$ 875	$ 875
6.	Name: Jill Barron Title: Community Programs Coordinator	$ 43,985	0.0333		3.33%		$ 1,466	$ 1,466
7.	Name: Title:	$ -					$ -	$ -
	SUBTOTAL		**0.70**	**5.00%**	**65.00%**	**$ 21,244**	**$ 10,622**	**$ 31,866**

POSITION DESCRIPTIONS:

1 Director of Programs: Designs, develops, oversees delivery of nutrition activities. Interacts with community members.
2 Agency Coordinator: Primary liason with member agencies, coordinates Nutrition Education activities
3 Programs Coordinator: Helps with coordination and provides bilingual support for all nutrition activities.
4 Programs Specialist: Helps with coordination and provides bilingual support for all nutrition activities.
5 Business Manager: Ensures the fiscal accountability of all food bank programs including FSNE, including reporting/admin.
6 Community Programs Coordinator: Develops & coordinates nutrition activities especially during summer.

SUBCONTRACTOR BUDGET JUSTIFICATION
Redwood Empire Food Bank
FFY 2009

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 21.00% salaries (in percent)	$ 4,462		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 21.00% salaries (in percent)		$ 2,231	
TOTAL	$ 4,462	$ 2,231	$ 6,693
C. OPERATING EXPENSES:			
State Share: All costs based on % of FTE either annually or monthly.			
Proration based on % FTE for FSNE activities.			
Supporting documentation will be kept on file to back-up this proration formula.			
Office expenses including supplies (binders, sheet protectors, markers, folders, paper, telephone, calculated at .61% of functional allocation)	$ 140		
Printing for Harvest Pantry, Child Nutrition programs and recipes (10,000 copies*.08)	$ 534		
Any newly created materials will need to be submitted to CAFB/the Network for review prior to printing.			
Federal Share: All costs based on % of FTE either annually or monthly.			
Proration based on % FTE for FSNE activities.			
Supporting documentation will be kept on file to back-up this proration formula.			
Office expenses including supplies (binders, sheet protectors, markers, folders, paper, telephone, calculated at .61% of functional allocation)		$ 70	
Printing for Harvest Pantry, Child Nutrition programs and recipes (10,000 copies*.08)		$ 267	
Any newly created materials will need to be submitted to CAFB/the Network for review prior to printing.			
SUBTOTAL:	$ 674	$ 337	$ 1,011
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	$ -	$ -	$ -
E. TRAVEL AND PER DIEM:			
State Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
Mileage to FSNE sites @ $0.505/mile for 2000 total miles	$ 673		
Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.			

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Conference Registration Costs	**Total for Network-Sponsored Travel**
2	1,2	6	$240.00	400 miles = $202	2 people for 2 nights ea. = $440	$175.00	$1,057.00

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

$ 705

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage to FSNE sites @ $0.505/mile for 2000 total miles — $ 337

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Hotel	Conference Registration Costs	**Total for Network-Sponsored Travel**
2	1,2	6	$240.00	400 miles = $202	2 people for 2 nights ea. = $440	$175.00	$1,057.00

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

$ 352

SUBTOTAL:	**$ 1,378**	**$ 689**	**$ 2,067**

F. SUBCONTRACTORS:

State Share:

Tech Assistance for Updating Website with Nutrition Information (4 hrs@ $50/hour)	$ 134
	$ -
	$ -

Federal Share:				
Tech Assistance for Updating Website with Nutrition Information (4 hrs@ $50/hour)			$ 67	
			$ -	
			$ -	
		SUBTOTAL:	**$ 134**	**$ 67**	**$ 201**
G. OTHER COSTS:				
State Share:				
Fruits and Vegetable Tastings not to exceed $2.50 per person including supplies such as napkins and plates.		$ 1,666		
Food Safety Certificate Training for Two Staff needed for Food Tasting		$ 166		
Nutrition education materials required for the delivery of critical program services*.		$ 2,666		
*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.				
Federal Share:				
Fruits and Vegetable Tastings not to exceed $2.50 per person including supplies such as napkins and plates.			$ 833	
Food Safety Certificate Training for Two Staff needed for Food Tasting			$ 83	
Nutrition education materials required for the delivery of critical program services*.			$ 1,333	
*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.				
		SUBTOTAL:	**$ 4,498**	**$ 2,249**	**$ 6,747**
H. INDIRECT COSTS:				
State Share:				
4.17% (in percent) of Total Salaries and Fringe		$ 1,072		
_____ (in percent) of Total Direct Costs		$ -		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
4.17% (in percent) of Total Salaries and Fringe			$ 536	
_____ (in percent) of Total Direct Costs			$ -	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
		SUBTOTAL:	**$ 1,072**	**$ 536**	**$ 1,608**
TOTAL			**$ 33,462**	**$ 16,731**	**$ 50,193**

SUBCONTRACTOR B[illegible]GET JUSTIFICATION
Second Harvest Food[illegible]k of Orange County
FFY 2009

Contractor:California Association [illegible]od Banks
Contract [illegible]08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Bob Wright Title: Agency Relations Manager	$ 44,200	0.1333	13.33%		$ 5,894		$ 5,894
2. Name: Kathy Toon Title: Agency Relations Coordinator	$ 31,200	0.0667	6.67%		$ 2,080		$ 2,080
3. Name: Starlite Speicher Title: Program Services Administrator	$ 20,800	0.2667		26.67%	$ 5,546		$ 5,546
4. Name: Audra Aucoin Title: Agency Outreach Coordinator	$ 24,960	0.0667		6.67%	$ 1,664		$ 1,664
5. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Bob Wright Title: Agency Relations Manager	$ 44,200	0.0667	6.67%			$ 2,947	$ 2,947
2. Name: Kathy Toon Title: Agency Relations Coordinator	$ 31,200	0.0333	3.33%			$ 1,040	$ 1,040
3. Name: Starlite Speicher Title: Program Services Administrator	$ 20,800	0.1333		13.33%		$ 2,773	$ 2,773
4. Name: Audra Aucoin Title: Agency Outreach Coordinator	$ 24,960	0.0333		3.33%		$ 832	$ 832
5. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**0.80**	**30.00%**	**50.00%**	**$ 15,184**	**$ 7,592**	**$ 22,776**

POSITION DESCRIPTIONS:

Agency Relations Manager - Overall FSNE project coordinator, including budget
Agency Relations Coordinator - Assistant FSNE project coordinator
Program Services Administrator - On-site FSNE activities and materials distribution
Agency Outreach Coordinator - Off-site FSNE activities and agency outreach.

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 26.00% salaries (in percent)	$ 3,948		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 26.00% salaries (in percent)		$ 1,974	
TOTAL	**$ 3,948**	**$ 1,974**	**$ 5,922**

C. OPERATING EXPENSES:

State Share:

Photocopies (Kids Cafe) = 30 sites x 50 copies per site x 6 distribution per year x .05 per copy	$ 300		
Photocopies (Kids Cafe) = 30 sites x 100 copies per site x 10 distribution per year x .05 per copy	$ 1,000		
Photocopies (Brown Bag) = 28 sites x 60 copies per site x 12 distributions per year x .05 per copy	$ 672		
Photocopies (Mobile Pantry) = 5 sites x 150 copies per site x 12 distributions per year x .05 per copy	$ 300		
Misc. nutrition education materials = 50 sites x $10 per site	$ 334		
All newly created materials will be submitted to CAFB for Network review prior to finalization.	$ -		

Federal Share:

Photocopies (Kids Cafe) = 30 sites x 50 copies per site x 6 distribution per year x .05 per copy		$ 150	
Photocopies (Kids Cafe) = 30 sites x 100 copies per site x 10 distribution per year x .05 per copy		$ 500	
Photocopies (Brown Bag) = 28 sites x 60 copies per site x 12 distributions per year x .05 per copy		$ 336	
Photocopies (Mobile Pantry) = 5 sites x 150 copies per site x 12 distributions per year x .05 per copy		$ 150	
Misc. nutrition education materials = 50 sites x $10 per site		$ 167	
All newly created materials will be submitted to CAFB for Network review prior to finalization.		$ -	
SUBTOTAL:	**$ 2,606**	**$ 1,303**	**$ 3,909**

D. EQUIPMENT EXPENSES:

State Share:

	$ -		

Federal Share:

		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**

E. TRAVEL AND PER DIEM:

State Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage to FSNE sites = 150 miles per week x .505	$ 2,626		

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Airfare	Hotel	**Total for Network Sponsored Travel**
3	1,3	12	$480.00	6 flights @ $250 = $1500	6 nights for 2 people @ $110/night = $1320	$3,300.00

	$ 2,200		

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Mileage to FSNE sites = 150 miles per week x .505 — $ 1,313

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Airfare	Hotel	**Total for Network Sponsored Travel**
3	1,3	12	$480.00	6 flights @ $250 = $1500	6 nights for 2 people @ $110/night = $1320	$3,300.00

$ 1,100

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL:	**$ 4,826**	**$ 2,413**	**$ 7,239**

F. SUBCONTRACTORS:

State Share: $ -

Federal Share: $ -

SUBTOTAL:	**$ -**	**$ -**	**$ -**

G. OTHER COSTS:

State Share: $ -

Federal Share: $ -

SUBTOTAL:	**$ -**	**$ -**	**$ -**

H. INDIRECT COSTS:

State Share:

_____ (in percent) of Total Salaries and Fringe		$ -	
_____ (in percent) of Total Direct Costs		$ -	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -	

Federal Share:

_____ (in percent) of Total Salaries and Fringe		$ -	
_____ (in percent) of Total Direct Costs		$ -	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -	

SUBTOTAL:	**$ -**	**$ -**	**$ -**
TOTAL	**$ 26,564**	**$ 13,282**	**$ 39,846**

SUBCONTRACTOR BUDGET JUSTIFICATION
Second Harvest Food Bank of Santa Cruz and San Benito Counties
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: Paul Bellerjeau Title: Programs Director	$ 66,500	0.1667	16.67%		$ 11,084		$ 11,084
2. Name: Pending Hire Title: Director of Nutrition Programs	$ 49,500	0.6667		66.67%	$ 33,000		$ 33,000
3. Name: Joel Campos Title: Outreach Manager	$ 35,400	0.3333		33.33%	$ 11,800		$ 11,800
4. Name: Teresa Moran Title: Food For Children Coordinator	$ 32,500	0.1667		16.67%	$ 5,416		$ 5,416
5. Name: Grace Galvan Title: Agency Relations Manager	$ 40,000	0.0833		8.33%	$ 3,334		$ 3,334
6. Name: Carmelita Carranco Title: Hotline Outreach Manager	$ 32,500	0.0333		3.33%	$ 1,084		$ 1,084
7. Name: Danny Robles Title: Volunteer Services Manager	$ 40,000	0.0667		6.67%	$ 2,666		$ 2,666
8. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Paul Bellerjeau Title: Programs Director	$ 66,500	0.0833	8.33%			$ 5,542	$ 5,542
2. Name: Pending Hire Title: Director of Nutrition Programs	$ 49,500	0.3333		33.33%		$ 16,500	$ 16,500
3. Name: Joel Campos Title: Outreach Manager	$ 35,400	0.1667		16.67%		$ 5,900	$ 5,900
4. Name: Teresa Moran Title: Food For Children Coordinator	$ 32,500	0.0833		8.33%		$ 2,708	$ 2,708
5. Name: Grace Galvan Title: Agency Relations Manager	$ 40,000	0.0417		4.17%		$ 1,667	$ 1,667
6. Name: Carmelita Carranco Title: Hotline Outreach Manager	$ 32,500	0.0167		1.67%		$ 542	$ 542
7. Name: Danny Robles Title: Volunteer Services Manager	$ 40,000	0.0333		3.33%		$ 1,333	$ 1,333
8. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**2.275**	**25.00%**	**202.50%**	**$ 68,384**	**$ 34,192**	**$ 102,576**

POSITION DESCRIPTIONS:

Programs Director: oversees all nutrition program activities
Director of Nutrition Programs: responsible for nutrition program execution and evaluation and key stakeholder outreach
Outreach Manager: Conducts community relations and nutrition education
Food For Children Coordinator: Conducts nutrition education at Food For Children sites
Agency Relations Manager: educates SHFB Member Agencies about nutrition and their clients.
Hotline Outreach Manager: fields calls to Second Harvest and conducts NE over the phone.
Volunteer Services Manager: coordinates nutrition education for SHFB volunteers

SUBCONTRACTOR BUDGET JUSTIFICATION
Second Harvest Food Bank of Santa Cruz and San Benito Counties
FFY 2009

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 25.00% salaries (in percent)	$ 17,096		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 25.00% salaries (in percent)		$ 8,548	
TOTAL	**$ 17,096**	**$ 8,548**	**$ 25,644**
C. OPERATING EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**
E. TRAVEL AND PER DIEM:			
State Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
52 sites x 25 miles per site (avg) x .505/mile (2 presentations per site)	$ 438		
	$ -		
Travel to 12 health fairs and other events x 30 miles x .505	$ 122		
	$ -		
Trips to Farmer's Market (6 trips @ 150mi/trip = 900mi x .505 = $454.50)	$ 302		
	$ -		
Go For Health! & other nutrition collaborative meeting travel (20 trips @ 90mi/trip = 1800mi x .505 = $909)	$ 606		
	$ -		
	$ -		
Federal Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
52 sites x 25 miles per site (avg) x .505/mile (2 presentations per site)		$ 219	
		$ -	
Travel to 12 health fairs and other events x 30 miles x .505		$ 61	
		$ -	
Trips to Farmer's Market (6 trips @ 150mi/trip = 900mi x .505 = $454.50)		$ 151	
		$ -	
Go For Health! & other nutrition collaborative meeting travel (20 trips @ 90mi/trip = 1800mi x .505 = $909)		$ 303	
		$ -	
		$ -	
SUBTOTAL:	**$ 1,468**	**$ 734**	**$ 2,202**

SUBCONTRACTOR BUDGET JUSTIFICATION
Second Harvest Food Bank of Santa Cruz and San Benito Counties
FFY 2009

Contractor: California Association of Food Banks
Contract #: 08-85122

F. SUBCONTRACTORS:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	$ -	$ -	$ -
G. OTHER COSTS:			
State Share:			
Full color brochures promoting FSNE: (18,000 @ .454 ea = $8172)	$ 5,448		
"Cooking Show" healthy cooking DVDs: (2000 @ $5 ea = $10,000)	$ 6,666		
Healthy Cooking Cookbooks: (2000 @ 3.57 ea. = $7140)	$ 4,760		
(cookbooks will be submited to the Network for review before finalizing)			
Video production of "Cooking Show" DVD. For use at Migrant Ed and Head Start parent meetings as well as distribution to our pantry network.	$ 5,666		
(script of DVD will be submitted to the Network for review)			
Staff Training & Development: Continuing nutrition classes for staff providing nutrition education.	$ 4,000		
Graphic Design of brochures and other Nutrition Education materials.	$ 5,000		
Nutrition education materials required for the delivery of critical program services at $4.00/item max.	$ 11,544		
*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.			
Venue and supplies for nutrition education classes.	$ 11,094		
(Avg cost per site $320. $320 x 52 sites)	$ -		
Federal Share:			
Full color brochures promoting FSNE: (18,000 @ .454 ea = $8172)		$ 2,724	
"Cooking Show" healthy cooking DVDs: (2000 @ $5 ea = $10,000)		$ 3,333	
Healthy Cooking Cookbooks: (2000 @ 3.57 ea. = $7140)		$ 2,380	
(cookbooks will be submited to the Network for review before finalizing)			
Video production of "Cooking Show" DVD. For use at Migrant Ed and Head Start parent meetings as well as distribution to our pantry network.		$ 2,833	
(script of DVD will be submitted to the Network for review)			
Staff Training & Development: Continuing nutrition classes for staff providing nutrition education.		$ 2,000	
Graphic Design of brochures and other Nutrition Education materials.		$ 2,500	
Nutrition education materials required for the delivery of critical program services at $4.00/item max.		$ 5,772	
*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.			
Venue and supplies for nutrition education classes.		$ 5,547	
(Avg cost per site $320. $320 x 52 sites)			
SUBTOTAL:	**$ 54,178**	**$ 27,089**	**$ 81,267**

SUBCONTRACTOR BUDGET JUSTIFICATION
Second Harvest Food Bank of Santa Cruz and San Benito Counties
FFY 2009

H. INDIRECT COSTS:								
State Share:								
_____ (in percent) of Total Salaries and Fringe					$	-		
12% (in percent) of Total Direct Costs	$	141,126			$	16,936		
_____ (in percent) of Modified Directs (provide what costs to be included)					$	-		
Federal Share:								
_____ (in percent) of Total Salaries and Fringe							$	-
12% (in percent) of Total Direct Costs	$	70,563					$	8,468
_____ (in percent) of Modified Directs (provide what costs to be included)							$	-
				SUBTOTAL:	**$**	**16,936**	**$**	**8,468**
TOTAL					**$**	**158,062**	**$**	**79,031**

	$ 25,404
	$ 237,093

SUBCONTRACTOR BUDGET JUSTIFICATION
SOS Mentors
FFY 2009

Contractor: California Association od Banks
Contract # 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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: Dr. Robert Donahue Title: Executive Director	$ 75,000	0.6333		63%	$ 47,500		$ 47,500
2. Name: to be hired Title: Program Director	$ 65,000	0.6667		67%	$ 43,334		$ 43,334
3. Name: to be hired Title: Administrative Assistant	$ 36,000	0.6667	67%		$ 24,000		$ 24,000
4. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Dr. Robert Donahue Title: Executive Director	$ 75,000	0.3167		32%		$ 23,750	$ 23,750
2. Name: to be hired Title: Program Director	$ 65,000	0.3333		33%		$ 21,667	$ 21,667
3. Name: to be hired Title: Administrative Assistant	$ 36,000	0.3333	33%			$ 12,000	$ 12,000
4. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**2.95**	**100%**	**195%**	**$ 114,834**	**$ 57,417**	**$ 172,251**

POSITION DESCRIPTIONS:

1 The Executive Director is responsible for all aspects of the operation of SOSMentor including FSNE.
2 The Program Director is responsible for planning and implementing all programs including FSNE for SOSMentor.
3 The Administrative Assistant is responsible for managing office operations including FSNE.

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 15.00% salaries (in percent)	$ 17,226		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 15.00% salaries (in percent)		$ 8,613	
TOTAL	**$ 17,226**	**$ 8,613**	**$ 25,839**

C. OPERATING EXPENSES:							
State Share:							
All costs based on annual costs prorated % FTE							
Rent ($1300/mo x .98 FTE)		$	10,192				
Utilities ($300/mo x .98 FTE)		$	2,352				
Phone, Fax, Internet ($300/mo x .98 FTE)		$	2,352				
Office Supplies ($400/mo x .98 FTE)		$	3,136				
Printing/Copying ($300/mo x .98 FTE)		$	2,352				
		$	-				
Federal Share:							
				$	-		
Rent ($1300/mo x .98 FTE)				$	5,096		
Utilities ($300/mo x .98 FTE)				$	1,176		
Phone, Fax, Internet ($300/mo x .98 FTE)				$	1,176		
Office Supplies ($400/mo x .98 FTE)				$	1,568		
Printing/Copying ($300/mo x .98 FTE)				$	1,176		
				$	-		
	SUBTOTAL:	**$**	**20,384**	**$**	**10,192**	**$**	**30,576**
D. EQUIPMENT EXPENSES:							
State Share:							
		$	-				
Federal Share:							
				$	-		
	SUBTOTAL:	**$**	**-**	**$**	**-**	**$**	**-**
E. TRAVEL AND PER DIEM:							
State Share:							
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).							
300 miles/school x 24 schools x 0.505		$	2,424				
		$	-				
Federal Share:							
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).							
300 miles/school x 24 schools x 0.505				$	1,212		
				$	-		
	SUBTOTAL:	**$**	**2,424**	**$**	**1,212**	**$**	**3,636**

SUBCONTRACTOR BUDGET JUSTIFICATION
SOS entors
FFY 2009

F. SUBCONTRACTORS:				
State Share:				
2 half-time Mentor Program Coordinators @ $25/hour Will work with school and after-school staff to set up and implement the ShapeUp program.	$ 34,666			
Registered Dietitian @ $50/hour x 48 hours x 24 schools Aid in development of ShapeUp classes and Taster's club menus and instruct parents on healthy food preparation.	$ 38,400			
Certified teacher @ $250/school x 24 schools Provide on-going support to students and their families who are participating in ShapeUp classes, i.e. help with lessons, encourage use of food diaries, support changes in eating habits, etc.	$ 4,000			
Classroom coordinator @$25/hour x 72 hours Will assist with food prep for classes, provide support to volunteer mentors and assist dietician with ShapeUp classes.	$ 1,200			
Classroom coordinator @$25/hour x 72 hours Set up and break down of classrooms for ShapeUp and Tasters Club. Distribute materials and assist with lessons.	$ 1,200			
Contract Bookkeeper @ $50/hour x 165 hours Bookkeeping and financial record keeping of FSNE related expenses/transactions.	$ 5,500			
Federal Share:				
2 half-time Mentor Program Coordinators @ $25/hour Will work with school and after-school staff to set up and implement the ShapeUp program.		$ 17,333		
Registered Dietitian @ $50/hour x 48 hours x 24 schools Aid in development of ShapeUp classes and Taster's club menus and instruct parents on healthy food preparation.		$ 19,200		
Certified teacher @ $250/school x 24 schools Provide on-going support to students and their families who are participating in ShapeUp classes, i.e. help with lessons, encourage use of food diaries, support changes in eating habits, etc.		$ 2,000		
Classroom coordinator @$25/hour x 72 hours Will assist with food prep for classes, provide support to volunteer mentors and assist dietician with ShapeUp classes.		$ 600		
Classroom coordinator @$25/hour x 72 hours Set up and break down of classrooms for ShapeUp and Tasters Club. Distribute materials and assist with lessons.		$ 600		
Contract Bookkeeper @ $50/hour x 165 hours Bookkeeping and financial record keeping of FSNE related expenses/transactions.		$ 2,750		
SUBTOTAL:	**$ 84,966**	**$ 42,483**	**$**	**127,449**
G. OTHER COSTS:				
State Share:				
FSNE Program materials ($750/school x 24 schools)	$ 12,000			
Federal Share:				
FSNE Program materials ($750/school x 24 schools)		$ 6,000		
SUBTOTAL:	**$ 12,000**	**$ 6,000**	**$**	**18,000**
H. INDIRECT COSTS:				
State Share:				
_____ (in percent) of Total Salaries and Fringe	$ -			
_____ (in percent) of Total Direct Costs	$ -			
_____ (in percent) of Modified Directs (provide what costs to be included) $ -	$ -			
Federal Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
_____ (in percent) of Total Direct Costs		$ -		
_____ (in percent) of Modified Directs (provide what costs to be included) $ -		$ -		
SUBTOTAL:	**$ -**	**$ -**	**$**	**-**
TOTAL	**$ 251,834**	**$ 125,917**	**$**	**377,751**

SUBCONTRACTOR BUDGET JUSTIFICATION

Second Harvest Food Bank of S Clara and San Mateo Counties

FF . 2009

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: SHIRLEY CHANG-LE,							
	Title: Agency Relations Manager	$ 53,613	0.2667		26.67%	$ 14,296		$ 14,296
2.	Name: Class A Driver							
	Title: San Mateo County Produce Mobile Coordinator	$ 46,405	0.1667		16.67%	$ 7,734		$ 7,734
3.	Name: NANCY GARCIA							
	Title: Bi-lingual Nutritionist	$ 51,551	0.6667		66.67%	$ 34,368		$ 34,368
4.	Name: TRACY HUYNH							
	Title: Community Program Coordinator	$ 44,328	0.0067		0.67%	$ 296		$ 296
5.	Name: CHRISTINE IVERSON,							
	Title: Community Program Manager	$ 50,090	0.1333		13.33%	$ 6,678		$ 6,678
6.	Name: MARK KOKOLETSOS							
	Title: Santa Clara County Agency Relations Manger	$ 52,097	0.2667		26.67%	$ 13,892		$ 13,892
7.	Name: OSWALDO MALDONADO							
	Title: Community Program Manager	$ 53,481	0.0067		0.67%	$ 356		$ 356
8.	Name: ANNA OLSEN							
	Title: Associate Director, Programs & Services	$ 72,113	0.1333		13.33%	$ 9,616		$ 9,616
9.	Name: ALAN ROTH							
	Title: Community Nutrition Program Manager	$ 65,210	0.6667		66.67%	$ 43,474		$ 43,474
10.	Name: RINA SAAVEDRA							
	Title: Administrative Assistant	$ 46,185	0.0067	0.67%		$ 308		$ 308
11.	Name: SUSAN TAKALO							
	Title: Director of Programs and Services	$ 93,376	0.0333		3.33%	$ 3,112		$ 3,112
	FEDERAL SHARE POSITIONS							
1.	Name: SHIRLEY CHANG-LE,							
	Title: Agency Relations Manager	$ 53,613	0.1333		13.33%		$ 7,148	$ 7,148
2.	Name: Class A Driver							
	Title: San Mateo County Produce Mobile Coordinator	$ 46,405	0.0833		8.33%		$ 3,867	$ 3,867
3.	Name: NANCY GARCIA							
	Title: Bi-lingual Nutritionist	$ 51,551	0.3333		33.33%		$ 17,184	$ 17,184
4.	Name: TRACY HUYNH							
	Title: Community Program Coordinator	$ 44,328	0.0033		0.33%		$ 148	$ 148
5.	Name: CHRISTINE IVERSON,							
	Title: Community Program Manager	$ 50,090	0.0667		6.67%		$ 3,339	$ 3,339
6.	Name: MARK KOKOLETSOS							
	Title: Santa Clara County Agency Relations Manger	$ 52,097	0.1333		13.33%		$ 6,946	$ 6,946
7.	Name: OSWALDO MALDONADO							
	Title: Community Program Manager	$ 53,481	0.0033		0.33%		$ 178	$ 178
8.	Name: ANNA OLSEN							
	Title: Associate Director, Programs & Services	$ 72,113	0.0667		6.67%		$ 4,808	$ 4,808
9.	Name: ALAN ROTH							
	Title: Community Nutrition Program Manager	$ 65,210	0.3333		33.33%		$ 21,737	$ 21,737
10.	Name: RINA SAAVEDRA							
	Title: Administrative Assistant	$ 46,185	0.0033	0.33%			$ 154	$ 154
11.	Name: SUSAN TAKALO							
	Title: Director of Programs and Services	$ 93,376	0.0167		1.67%		$ 1,556	$ 1,556
	SUBTOTAL		**3.53**	**1.00%**	**352.00%**	**$ 134,130**	**$ 67,065**	**$ 201,195**

SUBCONTRACTOR BUDGET JUSTIFICATION

Second Harvest Food Bank of S Clara and San Mateo Counties

FF_ _009

POSITION DESCRIPTIONS:

1. Agency Relations Manager: Work one-on-one with food bank member agency staff and volunteers educating them about food safety and nutrition education. Assist with some of the duties of the the Nutrition Program Manager. Coordinates Produce Mobile Nutrition Education program.
2. San Mateo County Produce Mobile Coord.: Coordinate FSNE messaging to FSNE eligible people through the produce mobile
3. Bi-lingual Nutritionist: Oversees nutrition education classes, food tasting and one-on-one consultations for food bank member agencies and clients in San Mateo County
4. Community Program Coordinator: Translates newsletters and other nutrition education materials into Vietnamese.
5. Community Program Manager: Translates newsletters and other nutrition education materials into Spanish and Vietnamese.
6. Santa Clara County Agency Relations Manger: Coordinate FSNE messaging to FSNE eligible people served through member agencies.
7. Community Program Manager: Translates newsletters and other nutrition education materials into Spanish and Vietnamese.
8. Associate Director of Programs and Services: Oversee all nutrition education activities, attend meetings, develop new programs and interventions and ensure appropriate tracking and evaluation.
9. Community Nutrition Program Manager: Oversee all nutrition education and food safety as well as production of materials
10. Administrative Assistant: Provides all necessary adminstrative support: copying, filing, mail merges, etc. for FSNE activities.
11. Director of Programs and Services: Oversee Family and children nutrition education activities, attend meetings, develop new programs and interventions and ensure appropriate tracking and evaluation

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 30.00% salaries (in percent)	$ 40,240		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 30.00% salaries (in percent)		$ 20,120	
TOTAL	**$ 40,240**	**$ 20,120**	**$ 60,360**
C. OPERATING EXPENSES:			
State Share:			
Meeting supplies and materials for nutrition education and interventions	$ 560		
Postage	$ 350		
Copying: Brown Bag — 32000 copies @ .06 (50% FSNE content)	$ 640		
Copying: Family Harvest — 12000 copies @ .06 (50% FSNE content)	$ 240		
Copying: Agency Newsletters — 16000 copies @ .06 (50% FSNE content)	$ 160		
Copying: Nutrition Education Materials — 8750 copies @ .06 (100% FSNE content)	$ 350		
Copying: Agency Relations Manual — 438 copies @ .06 (100% FSNE content)	$ 18		
Copying: School Outreach (100% FSNE content)	$ 3,150		
All newly created materials will be submitted to CAFB for Network review prior to finalization.			
Federal Share:			
Meeting supplies and materials for nutrition education and interventions		$ 280	
Postage		$ 175	
Copying: Brown Bag — 32000 copies @ .06 (50% FSNE content)		$ 320	
Copying: Family Harvest — 12000 copies @ .06 (50% FSNE content)		$ 120	
Copying: Agency Newsletters — 16000 copies @ .06 (50% FSNE content)		$ 80	
Copying: Nutrition Education Materials — 8750 copies @ .06 (100% FSNE content)		$ 175	
Copying: Agency Relations Manual — 438 copies @ .06 (100% FSNE content)		$ 9	
Copying: School Outreach (100% FSNE content)		$ 1,575	
All newly created materials will be submitted to CAFB for Network review prior to finalization.			
SUBTOTAL:	**$ 5,468**	**$ 2,734**	**$ 8,202**
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		

Federal Share:													
												$ -	
										SUBTOTAL:	$ -	$ -	$ -
E. TRAVEL AND PER DIEM:													
State Share:													
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).													
Mileage (@$0.505/mile) will be for travel to nutrition ed. Intervention sites in two counties; 9265 total miles = $4678.83												$ 3,120	
Parking for travel listed above.												$ 34	
Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.													
# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Parking	Lodging	**Total for Network-Sponsored Travel**						
2	3,9	8	$320.00	500 miles = $252.50	$64.00	2 people at 2 nights ea. = $440.00	$1,076.50					$ 718	
Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.													
Travel to America's Second Harvest Agency conference for position 9. This travel is limited to 4 participants from California. SHFB must receive prior approval from CAFB/DPH before attending. Inclusion in this budget does not constitute prior approval.													
Air Travel to America's Second Harvest Agency Conference to learn Nut. Ed. Best practices												$ 314	
America's Second Harvest Conference Registration Fee												$ 140	
Hotel for America's Second Harvest Conference												$ 350	
Per Diem for America's Second Harvest Conference (3 days @ $40)												$ 80	
Federal Share:													
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).													
Mileage (@$0.505/mile) will be for travel to nutrition ed. Intervention sites in two counties; 9265 total miles = $4678.83													$ 1,560
Parking for travel listed above.													$ 17
Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network. Because the locations of these meetings have not yet been determined, the highest rates for in-state travel and hotel have been budgeted.													
# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Mileage ($0.505/mile)	Parking	Lodging	**Total for Network-Sponsored Travel**						
2	3,9	8	$320.00	500 miles = $252.50	$64.00	2 people at 2 nights ea. = $440.00	$1,076.50						$ 359
Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.													

Travel to America's Second Harvest Agency conference for position 9. This travel is limited to 4 participants from California. SHFB must receive prior approval from CAFB/DPH before attending. Inclusion in this budget does not constitute prior approval.				
Air Travel to America's Second Harvest Agency Conference to learn Nut. Ed. Best practices			$ 157	
America's Second Harvest Conference Registration Fee			$ 70	
Hotel for America's Second Harvest Conference			$ 175	
Per Diem for America's Second Harvest Conference (3 days @ $40)			$ 40	
SUBTOTAL:	**$ 4,756**		**$ 2,378**	**$ 7,134**
F. SUBCONTRACTORS:				
State Share:				
Federal Share:				
SUBTOTAL:	**$ -**		**$ -**	**$ -**
G. OTHER COSTS:				
State Share:				
Printing and/or purchasing of nutrition materials to be provided as part of a FSNE intervention:				
Produce bags with nutrition education message for direct service programs: Brown Bag for seniors, Family Harvest for families, and PIN for low-income volunteers.*	$ 700			
Nutrition education produce bags for produce/healthy snack mobile.*	$ 700			
Nutrition education materials required for the delivery of critical program services*	$ 700			
*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.				
Printing of other Nutrition Education materials	$ 700			
Video Supplies for inhouse creation of nutrition education videos (including DVDs, labels, inserts and cases)	$ 700			
Printed materials for Agency Nutrition Conference**: nutrition and food safety handouts.	$ 210			
Agency Nutrition Conference** (meeting space and materials) - 75% of costs	$ 350			
Printed Nutrition Education Materials for Low Income Schools. (Schools must meet FSNE Free and Reduced Price Lunch targeting data requirements.)	$ 1,400			
**Final proration amount must be approved by CDPH upon review of conference agenda. FSNE support or partial sponsorship of meetings, conferences and summits must be pro-rated based on both the proportion of the target audience that represents FSNE eligibles and the proportion of the agenda related to nutrition for low-income audiences				
#REF!				
#REF!				
Note: All newly created materials, such as videos and printed materials, will be submitted to CAFB for Network review prior to finalization.				
Federal Share:				
Printing and/or purchasing of nutrition materials to be provided as part of a FSNE intervention:				
Produce bags with nutrition education message for direct service programs: Brown Bag for seniors, Family Harvest for families, and PIN for low-income volunteers.*			$ 350	
Nutrition education produce bags for produce/healthy snack mobile.*			$ 350	
Nutrition education materials required for the delivery of critical program services*			$ 350	
*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.				
Printing of other Nutrition Education materials			$ 350	
Video Supplies for inhouse creation of nutrition education videos (including DVDs, labels, inserts and cases)			$ 350	
Printed materials for Agency Nutrition Conference**: nutrition and food safety handouts.			$ 105	
Agency Nutrition Conference** (meeting space and materials) - 75% of costs			$ 175	
Printed Nutrition Education Materials for Low Income Schools. (Schools must meet FSNE Free and Reduced Price Lunch targeting data requirements.)			$ 700	

SUBCONTRACTOR BUDGET JUSTIFICATION
Second Harvest Food Bank of S Clara and San Mateo Counties
FF 2009

**Final proration amount must be approved by CDPH upon review of conference agenda. FSNE support or partial sponsorship of meetings, conferences and summits must be pro-rated based on both the proportion of the target audience that represents FSNE eligibles and the proportion of the agenda related to nutrition for low-income audiences

Note: All newly created materials, such as videos and printed materials, will be submitted to CAFB for Network review prior to finalization.

		SUBTOTAL:	$ 5,460	$ 2,730	$ 8,190
H. INDIRECT COSTS:					
State Share:					
	(in percent) of Total Salaries and Fringe		$ -		
6.40%	(in percent) of Total Direct Costs		$ 12,164		
	(in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:					
	(in percent) of Total Salaries and Fringe			$ -	
6.40%	(in percent) of Total Direct Costs			$ 6,082	
	(in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
		SUBTOTAL:	$ 12,164	$ 6,082	$ 18,246
TOTAL			$ 202,218	$ 101,109	$ 303,327

SUBCONTRACTOR BUDGET JUSTIFICATION
Sustainable Economic Ent[illegible]es of Los Angeles (SEE-LA)
FF[illegible] 2009

Contractor: California Association of Food Banks
Contract 08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Pompea Smith Title: CEO / Manager	$ 68,500	0.1333	13%		$ 9,134		$ 9,134
2.	Name: Laura Gonzalez Title: Good Cooking Instructor	$ 37,000	0.4000		40%	$ 14,800		$ 14,800
3.	Name: Vanessa Lee Title: Good Cooking Instructor/Administrator	$ 34,895	0.2533		25%	$ 8,840		$ 8,840
4.	Name: Alexandra Agajanian Title: Good Cooking Assistant	$ 33,281	0.1800		18%	$ 5,990		$ 5,990
5.	Name: Betty Brown Title: Good Cooking Assistant	$ 33,281	0.1800		18%	$ 5,990		$ 5,990
6.	Name: Ashley Hiestand Title: Good Cooking Assistant	$ 33,281	0.1800		18%	$ 5,990		$ 5,990
7.	Name: Title:	$ -				$ -		$ -
8.	Name: Title:	$ -				$ -		$ -
	FEDERAL SHARE POSITIONS							
1.	Name: Pompea Smith Title: CEO / Manager	$ 68,500	0.0667	7%			$ 4,567	$ 4,567
2.	Name: Laura Gonzalez Title: Good Cooking Instructor	$ 37,000	0.2000		20%		$ 7,400	$ 7,400
3.	Name: Vanessa Lee Title: Good Cooking Instructor/Administrator	$ 34,895	0.1267		13%		$ 4,420	$ 4,420
4.	Name: Alexandra Agajanian Title: Good Cooking Assistant	$ 33,281	0.0900		9%		$ 2,995	$ 2,995
5.	Name: Betty Brown Title: Good Cooking Assistant	$ 33,281	0.0900		9%		$ 2,995	$ 2,995
6.	Name: Ashley Hiestand Title: Good Cooking Assistant	$ 33,281	0.0900		9%		$ 2,995	$ 2,995
7.	Name: Title:	$ -					$ -	$ -
8.	Name: Title:	$ -					$ -	$ -
	SUBTOTAL		**1.99**	**20%**	**179%**	**$ 50,744**	**$ 25,372**	**$ 76,116**

POSITION DESCRIPTIONS:

1 CEO/Manager - Oversees the operation of the program. Final Executive decisions on budget and all program expenses

2 Good Cooking Instructor - Conduct classes using Good Cooking curriculum, Assist in the preparation of handouts and recipes, Recruit, hire and train local residents to participate as Team Teachers, Conduct outreach and promotion for the classes. Initiate and maintain contacts with community organizations in the service area to identify potential class sites and to develop community partnerships

3 Good Cooking Administrator - Maintain files, records, intake information, pre & post tests and surveys for each site
Prepare evaluative reports in accordance with FSNE contract and SEE-LA guidelines
Maintain ongoing communication and provide routine reports to SEE-LA's CEO

4-6 Good Cooking Assistant - Trained in "Good Cooking" curriculum and teaching methods, Assist GC Instructor with classes, eventually conducting some classes independently, Prepare education material and weekly handouts for class use and outreach purposes, Coordinate class food purchases with local growers who participate in our markets, Assist Administrator in FSNE contract reporting: collecting and entering data, assessments.

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Share:			
Includes payroll taxes and medical/dental benefits at 15.00% salaries (in percent)	$ 7,612		
Federal Share:			
Includes payroll taxes and medical/dental benefits at 15.00% salaries (in percent)		$ 3,806	
TOTAL	**$ 7,612**	**$ 3,806**	**$ 11,418**
C. OPERATING EXPENSES:			
State Share:			
All costs based on FTE of 10% (2.0 FTE/20 FTE for the agency) annually			
Phone	$ 562		
Copy machine rental	$ 342		
Office supplies	$ 666		
Copy machine rental	$ 342		
Website development/promotion (to expand see-la.org to include more nutrition information and integrated with farmernet.com)	$ 832		
	$ -		
Federal Share:			
All costs based on FTE of 10% (2.0 FTE/20 FTE for the agency) annually		$ -	
Phone		$ 281	
Copy machine rental		$ 171	
Office supplies		$ 333	
Copy machine rental		$ 171	
Website development/promotion (to expand see-la.org to include more nutrition information and integrated with farmernet.com)		$ 416	
		$ -	
SUBTOTAL:	**$ 2,744**	**$ 1,372**	**$ 4,116**
D. EQUIPMENT EXPENSES:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**
E. TRAVEL AND PER DIEM:			
State Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
Weekly travel to class sites (2700 miles @ .505/mile)	$ 908		

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Flights	Hotel	**Total for Network-Sponsored Travel**			
1	3 people from pos. 1-6	6	$240.00	3 flights @ $250 = $750	1 night at $84 for 3 people = $252	$1,242.00	$ 828		

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

Federal Share:

Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).

Weekly travel to class sites (2700 miles @ .505/mile)								$ 454	

Travel for staff to attend one or more of the following in-state Network-sponsored events pertaining to Nutrition Education (FSNE): Network Statewide Conf. in N. California, Regional Collaborative Trainings or meetings, Network sponsored Skill-Based Training, CAFB sponsored FSNE Training or any relative FSNE training or meeting approved by CAFB and the Network.

# of Events Attending	Position #'s of Staff Attending	Total # of Days	Total Per Diem ($40 max/day/person	Flights	Hotel	**Total for Network-Sponsored Travel**			
1	3 people from pos. 1-6	6	$240.00	3 flights @ $250 = $750	1 night at $84 for 3 people = $252	$1,242.00		$ 414	

Actual costs charged for reimbursement will follow state Department of Personnel Administration guidelines; rates will be dependent on time and location of events. Purpose of all travel is to best accomplish objectives listed in the SOW by ensuring appropriate training for staff, sharing best practices, and traveling to destinations where FSNE activities occur. *Network-Sponsored Travel is defined as travel to events that the Network for a Healthy California has determined are 100% allowable nutrition education events. Therefore, no proration by FTE is required.

SUBTOTAL:	**$ 1,736**	**$ 868**	**$ 2,604**

F. SUBCONTRACTORS:

State Share:

Team Teacher (2) for FSNE classes (90 classes each at $25.00 each per class)	$ 3,000		

Federal Share:

Team Teacher (2) for FSNE classes (90 classes each at $25.00 each per class)		$ 1,500	
SUBTOTAL:	**$ 3,000**	**$ 1,500**	**$ 4,500**

G. OTHER COSTS:

State Share:

Printing and duplicating (signs, flyers, posters, nutritional info handouts, etc.)	$ 2,000		
Food supplies (cooking demos for 500 eligible people @ $2.50/person/demo)	$ 834		
Instructors toolkits and visuals	$ 1,334		
Graduation packets including cook book and materials useful for applying the class teachings.	$ 2,468		
	$ -		

Federal Share:				
Printing and duplicating (signs, flyers, posters, nutritional info handouts, etc.)			$ 1,000	
Food supplies (cooking demos for 500 eligible people @ $2.50/person/demo)			$ 417	
Instructors toolkits and visuals			$ 667	
Graduation packets including cook book and materials useful for applying the class teachings.			$ 1,234	
			$ -	
	SUBTOTAL:	**$ 6,636**	**$ 3,318**	**$ 9,954**
H. INDIRECT COSTS:				
State Share:				
_____ (in percent) of Total Salaries and Fringe		$ -		
17.7% (in percent) of Total Direct Costs		$ 12,828		
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -	$ -		
Federal Share:				
_____ (in percent) of Total Salaries and Fringe			$ -	
17.7% (in percent) of Total Direct Costs			$ 6,414	
_____ (in percent) of Modified Directs (provide what costs to be included)	$ -		$ -	
	SUBTOTAL:	**$ 12,828**	**$ 6,414**	**$ 19,242**
TOTAL		**$ 85,300**	**$ 42,650**	**$ 127,950**

SUBCONTRACTOR B. GET JUSTIFICATION
Food Share Ventura County
FFY 2009

Contractor: California Association of Fo. Banks
Contract #08-85122

All State Share figures are calculated at 66% of total expense - All Federal Share figures are calculated at 33% of total expense

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: Jewel Pedi Title: Community and Governmental Relations Director	$ 43,740.00	0.0333		3.33%	$ 1,458		$ 1,458
2. Name: Fran McNeill Title: Program Director	$ 71,364.00	0.1667		16.67%	$ 11,894		$ 11,894
3. Name: Sandy Bishop Title: CEO	$ 95,000.00	0.0067	0.67%		$ 634		$ 634
4. Name: Kristin Rupprecht Title: Controller	$ 69,700.00	0.0067	0.67%		$ 465		$ 465
5. Name: Title:	$ -				$ -		$ -
6. Name: Title:	$ -				$ -		$ -
FEDERAL SHARE POSITIONS							
1. Name: Jewel Pedi Title: Community and Governmental Relations Director	$ 43,740	0.0167		1.67%		$ 729	$ 729
2. Name: Fran McNeill Title: Program Director	$ 71,364	0.0833		8.33%		$ 5,947	$ 5,947
3. Name: Sandy Bishop Title: CEO	$ 95,000	0.0033	0.33%			$ 317	$ 317
4. Name: Kristin Rupprecht Title: Controller	$ 69,700	0.0033	0.33%			$ 232	$ 232
5. Name: Title:	$ -					$ -	$ -
6. Name: Title:	$ -					$ -	$ -
SUBTOTAL		**0.32**	**2.00%**	**30.00%**	**$ 14,451**	**$ 7,225**	**$ 21,676**

POSITION DESCRIPTIONS:

Community and Governmental Relations Director: Oversees all Food Bank community relations, including FSNE activities.
Program Director: Responsible for all aspects of FOOD Share's direct programs and services to individuals and families including FSNE. Will supervise contract nutritionist.
CEO: Provides fiscal overview and staff supervision of food bank programs including FSNE.
Controller: Provides fiscal admin including billing of FSNE contract.

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B. FRINGE BENEFITS:					
State Share:					
Includes payroll taxes and medical/dental benefits at	25%	salaries (in percent)	$ 3,613		
Federal Share:					
Includes payroll taxes and medical/dental benefits at	25%	salaries (in percent)		$ 1,806	
TOTAL			**$ 3,613**	**$ 1,806**	**$ 5,419**
C. OPERATING EXPENSES:					
State Share:					
Federal Share:					
		SUBTOTAL:			$ -
D. EQUIPMENT EXPENSES:					
State Share:			$ -		
Federal Share:				$ -	
		SUBTOTAL:	$ -	$ -	$ -

E. TRAVEL AND PER DIEM:			
State Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
Mileage for position 2 @ .505/mile travel to Nut. Ed. Site and training site for staff. 4150 total miles	$ 1,397		
Federal Share:			
Costs for travel necessary to complete FSNE activities in approved SOW (e.g., dropping off FSNE materials at partner CBOs, providing FSNE at various sites, and providing FSNE workshops/clinics).			
Mileage for position 2 @ .505/mile travel to Nut. Ed. Site and training site for staff. 4150 total miles		$ 699	
SUBTOTAL:	**$ 1,397**	**$ 699**	**$ 2,096**
F. SUBCONTRACTORS:			
State Share:			
Contract Nutritionist (TBD): 400 hrs. @ $35.00	$ 9,333		
Contract Nutritionist will be responsible for all programmatic aspects of the SOW including developing FSNE materials, delivering nutrition education at qualified sites and distributing FSNE materials at qualifying sites.			
Note: All newly created materials will be submitted to CAFB for Network review prior to finalization.			
Federal Share:			
Contract Nutritionist (TBD): 400 hrs. @ $35.00		$ 4,667	
Contract Nutritionist will be responsible for all programmatic aspects of the SOW including developing FSNE materials, delivering nutrition education at qualified sites and distributing FSNE materials at qualifying sites.			
Note: All newly created materials will be submitted to CAFB for Network review prior to finalization.			
SUBTOTAL:	**$ 9,333**	**$ 4,667**	**$ 14,000**
G. OTHER COSTS:			
State Share:			
	$ -		
Federal Share:			
		$ -	
SUBTOTAL:	**$ -**	**$ -**	**$ -**

H. INDIRECT COSTS:			
State Share:			
6.8% (in percent) of Total Salaries and Benefits	$ 1,228		
Federal Share:			
6.8% (in percent) of Total Salaries and Benefits		$ 614	
SUBTOTAL:	**$ 1,228**	**$ 614**	**$ 1,842**
TOTAL	**$ 30,022**	**$ 15,011**	**$ 45,033**

TIME STUDY FOR EMPLOYEES PERFORMING NUTRITION EDUCATION ACTIVITIES
NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT
Represents State Share and Federal Share

California Association of Food Banks
Contract No: 08-85122
Quarter One - October 2008

Employee Name:	**Employee Title:**	**Organization Name:**
	% FTE According to Budget:	**Estimated Hours For Mo. As Per Budgeted FTE:**

Allowable Categories	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
Nutrition Education and Healthy Eating Promotion																																
1. Promote or encourage Healthy Eating or Food Safety at FB member agency, CBO, health fairs, schools, Kid's Café etc.																																0
2. Teach Nutrition, Food Safety or Healthy Eating in a class setting.																																0
Food Stamp Enrollment Assistance																																
3. Attend meetings to plan or coordinate healthy eating or food safety classes, programs and special events.																																0
4. Research, inventory or develop age, ethnic and language appropriate healthy eating and food safety materials.																																0
5. Planning, tracking, evaluating or researching for classes or material development.																																0
Planning and Development																																
6. Preparation for and meetings with staff, nutrition advisory councils, coalitions, or task forces to plan and discuss broader promotion of nutrition education, healthy eating and food safety.																																0
Administration																																
7. Perform administrative duties and tasks related to above activities.																																0
8. Attend trainings, seminars, workshops, etc. to improve and/or develop capacity to deliver above services.																																0
Paid Time Off (List (v) for vacation, (s) for sick leave, or (h) for holiday time, along with the hours)																																0
TOTAL HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Instructions

1. Enter the amount of time spent performing each type of activity in the column for that day. Activities should include allowable activities only as detailed in your scope of work.
2. Time should be recorded in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75) .
3. The "Total Hours" box at the bottom of each column represents the total hours spent on Nutrition Education Activities each day. The "Total" column at the right margin represents the total time you spent on that activity for the month.
4. The box at the right corner represents all time spent on allowable activities for the month. "TOTAL HOURS FOR QUARTER" box at the top of the form is equal to the total hours for the month being studied multiplied by three.
5. Sign and date your survey on the last working day of the month and give it to your organization's project coordinator.

I certify that documented time represents only allowable activities as detailed in my scope of work.

Staff Signature (required)* _____ **Date** _____

Supervisor Signature (required)* _____ **Date** _____

Food Stamp Nutrition Education Program
Justification for Using Alternative Time Study Methodology
California Association of Food Banks
October 1, 2008 – September 30, 2009

The California Association of Food Banks (CAFB) requests the use of specialized time study forms for some FSNE staff for the following reasons:

(a) Staff Conducting FSNE activities are expending a set amount of time each month of the quarter on FSNE.
(b) CAFB tracks state share and federal share activities using the same form because we calculate every dollar expended as 2/3rds state share and 1/3rd federal share.
(c) CAFB sub-contractors have requested a methodology for tracking time that is less time-consuming than weekly time reports.

The months used in the time study will vary in their positions in each quarter.

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Imperial Valley Food Bank

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $6,281.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Trish Ribail (name), Interim Executive Director (title) of the Imperial Valley Food Bank (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Patricia M Ribail — 5/23/08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A Singer — 5/8/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Second Harvest Food Bank of Orange County

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $13,282.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Bob Wright (name), Agency Relations Mgr (title) of the Second Harvest Food Bank of OC (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Bob Wright — 5-27-08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara J. Hughes — 5/8/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Community Food Bank - Fresno

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $51,188.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Dana Wilkie (name), CEO (title) of the Community Food Bank (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Dana Wilkie — 6/8/08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A Hughes — 5/16/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Food For People, Inc

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $8,538.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Anne Holcomb (name), Executive Director (title) of the Food for People, Inc. (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Anne Holcomb — 5-23-08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A. Langer — 5/15/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Food Share of Ventura

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.01 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.02 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $15,011.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, SANDRA BISHOP (name), CEO (title) of the FOOD SHARE (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Sandra Bishop — Authorized Signature of ***Subcontractor*** Organization — Date: 6/2/08

Barbara A Knight — Executive Director, California Association of Food Banks — Date: 5/8/08

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Sustainable Economic Enterprises of Los Angeles (SEE-LA)

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. *Association* Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. *Subcontractor* Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $42,650.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Pompea Smith (name), CEO (title) of the SEE-LA (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Pompea Smith — 6-12-08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A. Lingle — 6-17-08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Second Harvest Food Bank of Orange County

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $13,282.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Bob Wright (name), Agency Relations Mgr (title) of the Second Harvest Food Bank of OC (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Bob Wright — 5-27-08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A Hughes — 5/8/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Second Harvest Food Bank of Santa Cruz and San Benito Counties

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I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $79,031.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Willy Elliott-McCrea (name), Executive Director (title) of the Second Harvest Food Bank (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Authorized Signature of ***Subcontractor*** Organization — Date: 6/3/08

Barbara A. Leighton
Executive Director, California Association of Food Banks — Date: 5/15/08

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Redwood Empire Food Bank

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association.***

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $16,731.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, David Goodman (name), Executive Director (title) of the Redwood Empire Food Bank (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A Kinsley — 5/8/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

People's Grocery

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $11,394.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Brahm Ahmadi (name), Executive Director (title) of the People's Grocery (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Brahm Ahmadi
Authorized Signature of ***Subcontractor*** Organization

6/12/08
Date

Barbara A Leigh
Executive Director, California Association of Food Banks

5/15/08
Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Fresno Metro Ministry

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $85,704.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Edith Jessup (name), Director, Hunger+Nutrition Program (title) of the Fresno Metropolitan Ministry (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Edith Jessup — 5/22/08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara J. Leighton — 5/15/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Lake County Community Action Agency

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $9,025.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Georgia Lee (name), Executive Director (title) of the LCCAA (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Georgia Lee
Authorized Signature of ***Subcontractor*** Organization

6/13/08
Date

Barbara A Langley
Executive Director, California Association of Food Banks

6-17-08
Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Los Angeles Regional Food Bank

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $15,544.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Michael Flood (name), President/CEO (title) of the Los Angeles Regional Foodbank (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Michael Flood — 5/31/08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A. Lynch — 5/15/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Alameda County Community Food Bank

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $74,137.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Manuel Cortez (name), Director of Operations (title) of the Alameda County Comm. Food Bank (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Manuel Cortez
Authorized Signature of ***Subcontractor*** Organization

6-4-08
Date

Barbara A. Nudo
Executive Director, California Association of Food Banks

5/16/08
Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Human Resource Council of Calaveras County

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association.***

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $34,835.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Catherine C. Bourland (name), Executive Director (title) of the Human Resources Council, Inc. (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Catherine C. Bourland — 3-20-08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A. Hughes — 5/8/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Community Action Partnership of Orange County

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $12,662.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Clarence W. Ray (name), Executive Director (title) of the Community Action Partnership (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Clarence W Ray

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A Leighs

Executive Director, California Association of Food Banks — Date 5/8/08

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Community Services Unlimited

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $18,761.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, NEELAM SHARMA (name), EXECUTIVE DIRECTOR (title) of the COMMUNITY SERVICES UNLIMITED (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Neelam Sharma — 5/29/08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A Leigh — 6-17-08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Food Bank of Contra Costa and Solano

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. *Association* Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. *Subcontractor* Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $11,324.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, CARRY SCY (name), EXECUTIVE DIRECTOR (title) of the FOOD BANK OF CONTRA COSTA AND SOLANO (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Authorized Signature of ***Subcontractor*** Organization — Date: 5/21/08

Barbara A. Hughes
Executive Director, California Association of Food Banks — Date: 5/8/08

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

Greater Stockton Emergency Food Bank

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $6,054.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Tim Viall (name), Exec Director (title) of the Emergency Food Bank of Stockton (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

T. J. Viall — 5-21-08

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A. Leighton — 5/15/08

Executive Director, California Association of Food Banks — Date

Memorandum of Understanding

California Association of Food Banks
Nutrition Education Program 2008-09
Contract No: 08-85122
CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Food Bank of Nevada County

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs by the designated date and quarterly State Share documentation report and Federal Share invoice 3 weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $29,647.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Tonzi Thompson (name), Executive Director (title) of the Food Bank of Nevada Co (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Toni Thompson
Authorized Signature of ***Subcontractor*** Organization

Date 5/8/08

Executive Director, California Association of Food Banks

Date

Memorandum of Understanding

For subcontractors receiving $100,000 or more in Federal Share funds

California Association of Food Banks

Nutrition Education Program 2008-09

Contract No: 08-85122

CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

And

Second Harvest Food Bank of Santa Clara and San Mateo

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs on the designated date and quarterly State Share documentation report and Federal Share invoice three weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.
- **Attachment 1 Certification Regarding Lobbying** – ***Subcontractor*** must sign and return this certification sheet to CAFB with their signed MOU.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $101,109.00.

6.01 Federal match will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Charles C. Huggins (name), CEO (title) of the Second Harvest Food Bank (organization) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Authorized Signature of ***Subcontractor*** Organization — Date: 6/17/00

Executive Director, California Association of Food Banks — Date: 6/17/00

Memorandum of Understanding

For subcontractors receiving $100,000 or more in Federal Share funds

California Association of Food Banks

Nutrition Education Program 2008-09

Contract No: 08-85122

CFDA No: 10561 (State Administrative Matching Grants for Food Stamp Program)

This is a Subcontracting Agreement of the California Food Stamp Access Improvement Project of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

California Association of Food Banks

and

SOSMentor

I. Definitions

1.00 Contractor: California Association of Food Banks (***Association***), 1611 Telegraph Avenue, Suite 830, Oakland, CA 94612. The ***Association*** is a not-for-profit organization that seeks to provide a unified voice among food banks in order to maximize their ability to build a well nourished California. The ***Association's*** membership of 40 food banks focuses on supporting food banks in providing nutrition education to low-income children, adults and seniors, and developing healthy food distribution options.

1.01 Subcontractor: not-for-profit organization that has submitted a FSNE Program Approved Scope of Work (SOW) and Budget.

1.02 Food Stamp Nutrition Education (FSNE): Funded through the United States Department of Agriculture (USDA), the goal of FSNE is to improve the likelihood that Food Stamp Program (FSP) participants and applicants will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and the Food Guide Pyramid.

II. The Contract Documents

(A) Approved Scope of Work, which details the programmatic activities the Subcontractor will be responsible for during the contract term. (Includes only allowable activities)

(B) Approved Budget Justification, which details the costs associated with the proposed programmatic activities during the contract term.

(C) List of allowable and unallowable activities

2.00 This Agreement, upon execution by the authorized signatories, supersedes all prior negotiation, representations and agreements either written or oral.

2.01 Two (2) originals of this Agreement shall be signed by the ***Association*** and the ***Subcontractor.***

III. Contract Term

3.00 The Contract Term is the period within which the project obligations of this Agreement shall be performed. The Contract Term commences October 1, 2008 and terminates September 30, 2009.

IV. ***Association*** Obligations

4.00 To review and approve all documentation evidencing ***Subcontractor's*** performance of services as set forth in the Scope of Work and determine the ***Subcontractor's*** compliance with the Agreement.

4.01 To monitor performance of the Scope of Work, provide instructions and make recommendations in accordance with the provisions of applicable Federal and State laws and regulations and program instructions.

4.02 To make payments for allowable expenses according to the terms and conditions set forth in this Agreement once reimbursement has been received from the Network for a Healthy California.

4.03 To perform the foregoing obligations with reasonable promptness.

4.04 To ensure that all Subcontractors have submitted self-certification that no activities funded through Federal or State FSNE budget shares supplant existing Nutrition Education efforts or funding.

V. ***Subcontractor*** Obligations

5.00 The ***Subcontractor*** shall provide Nutrition Education services determined by the approved Scope of Work and Budget Justification.

5.01 The ***Subcontractor*** shall certify that no funds being used as a match for the FSNE are federal funds or are being used as a match for any other Federal funds and that the reimbursed funds do not duplicate reimbursement of costs and services received from other sources.

5.02 ***Subcontractor*** shall provide assurance that Federal and State Share FSNE funding is not used to supplant existing Nutrition Education funds or activities.

5.03 ***Subcontractor*** will follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these Federal funds in accordance with OMB circular A-133.

5.04 The ***Subcontractor*** shall furnish project management, contract administration and fiscal control services, including but not limited to:

(1) Preparation and submission of a Scope of Work and Budget Justification forms in accordance with the specifications provided by the ***Association***;

(2) Return of this Agreement, with the required signatures, within 30 days of its receipt;

(3) Preparation and submission of quarterly time tracking logs on the designated date and quarterly State Share documentation report and Federal Share invoice three weeks after the quarter has ended;

(4) Participation in trainings and meetings as requested by the ***Association***.

(5) Subcontracting organization must keep all records supporting the contract for three (3) years after the end of the contract term. Additionally, the subcontractor agrees to

make all records relating to the contract available upon request by the ***Association*** and the Network for a Healthy California.

5.05 ***Subcontractor*** 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, the ***Subcontractor*** should be reimbursed for travel and per diem expenses as established by the Department of Personnel Administration (DPA).
- **Subcontract Agreements** – As it relates to securing bids for ***Subcontractor*** services and ***Subcontractor*** selection approval.
- **Attachment 1 Certification Regarding Lobbying** – ***Subcontractor*** must sign and return this certification sheet to CAFB with their signed MOU.

VI. Award Terms

6.00 As determined by the ***Association***, the ***Subcontractor*** 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 $125.917.00.

6.01 Federal share will be issued to the ***Subcontractor*** on a cost reimbursement basis in accordance with applicable regulations and instructions and only for allowable costs.

6.02 The ***Subcontractor's*** fiscal office will submit State Share documentation, Federal Share invoices and other requested information to the ***Association*** three weeks after the quarter has ended. ***Subcontractor*** will be reimbursed within 30 days after the ***Association*** has received reimbursement from the Network for a Healthy California.

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

VII. Cancellation/Termination

7.00 This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.

VIII. Required Signatures

I, Carole Donahue, Board Member, Administrative Coordinator (title) of the Socrates Opportunity Scholarship Foundation (AKA SOSMentor and SOS Foundation) understand the terms and conditions of this contract with the ***California Association of Food Banks*** as communicated in this Agreement.

Carole Donahue — June 17, 2008

Authorized Signature of ***Subcontractor*** Organization — Date

Barbara A Hughes — 6/17/08

Executive Director, California Association of Food Banks — Date

BUDGET COVER SHEET
FFY 2009

Organization: CSU, Chico Research Foundation (SCNAC)
Contract Number: 07-65309

State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ 2,240,412	$ 2,949,131	$ 708,719	31.63%
Fringe Benefits	$ 672,124	$ 884,739	$ 212,616	31.63%
Subcontractors	$ -	$ -	$ -	
Contracts/Grant Agreements			$ -	
Operating	$ 11,137	$ 11,244	$ 107	0.96%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ 1,000	$ 1,000	$ -	0.00%
Materials			$ -	
Travel	$ 1,000	$ 1,000	$ -	0.00%
Equipment & Other Capital	$ -	$ -	$ -	
Indirect Costs	$ 443,636	$ 563,424	$ 119,787	27.00%
Total State Share	$ 3,369,309	$ 4,410,538	$ 1,041,229	30.90%

Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ 729,592	$ 958,896	$ 229,304	31.43%
Fringe Benefits	$ 189,694	$ 249,311	$ 59,617	31.43%
SubContracts	$ 165,505	$ 257,330	$ 91,825	55.48%
Contracts/Grants/Agreements			$ -	
Operating	$ 72,278	$ 72,878	$ 600	0.83%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ 256,327	$ 310,233	$ 53,906	21.03%
Materials			$ -	
Travel	$ 45,043	$ 54,710	$ 9,667	21.46%
Equipment & Other Capital	$ 12,025	$ 21,553	$ 9,528	79.24%
Indirect Costs	$ 214,073	$ 259,627	$ 45,554	21.28%
Total Federal Share	$ 1,684,537	$ 2,184,537	$ 500,001	29.68%

Please note the following justification for federal share exceeding 5% Growth:

We are adding 2 new school districts and augmenting at least 3 current school districts and one office of education. In addition we are adding three new county offices of education with preschool and afterschool programs.

BUDGET JUSTIFICATION
FFY 2009

Contractor: California State University, Chico Research Foundation (SCNAC)
Contract #: 07-65309

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:	Funk, Lee (Biggs)							
	Title:	School Adminstrator (Superintendent)	$ 103,875	0.0014	0.14%		$ 145		$ 145
2	Name:	Jennings, Mattos (Biggs N=2)							
	Title:	Office Manager/Secretary/Admin. Asst. (Admin. Asst.)	$ 103,459	0.0067		0.67%	$ 347		$ 347
3	Name:	Woodward, Pat (Biggs)							
	Title:	Research Specialist (Librarian)	$ 36,754	0.0058		0.58%	$ 213		$ 213
4	Name:	Andes, Nelda (Biggs)							
	Title:	Food Service Worker (e.g. Director)	$ 56,410	0.0168		1.68%	$ 948		$ 948
5	Name:	Martin-McDonald, Smith, Smith (Biggs N=3)							
	Title:	Food Service Workers (.0043/36830/3ppl.)	$ 110,490	0.0129		1.29%	$ 475		$ 475
6	Name:	McDonell, Sue (Biggs)							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (Nurse Aide)	$ 30,222	0.0269		2.69%	$ 813		$ 813
7	Name:	DeArmond, Lynn (Biggs)							
	Title:	Teacher (P.E. Teacher)	$ 93,600	0.0130		1.30%	$ 1,217		$ 1,217
8	Name:	Leon-Reveles, Vandro[1] (Biggs N=2)							
	Title:	School Adminstrator (Principals) (.0007/103053/2ppl.)	$ 206,107	0.0014		0.14%	$ 144		$ 144
9	Name:	Teachers (Biggs N=19)							
	Title:	Teachers (Elementary School Teachers) (.0159/80538/19ppl.)	$ 1,530,214	0.3021		30.21%	$ 24,330		$ 24,330
10	Name:	Bledsoe, Francis, Hull, Moore, Withrow[1] (Biggs N=5)							
	Title:	Teachers (Middle School) (.0082/67113/5ppl.)	$ 335,566	0.0410		4.10%	$ 2,752		$ 2,752
11	Name:	Scott[1], Brinson[1] (CUSD N=2)							
	Title:	Administrator (.0164/112320/2ppl.)	$ 224,640	0.0328		3.28%	$ 3,684		$ 3,684
12	Name:	Office Managers (CUSD N=4)							
	Title:	Office Manager/Secretary/Admin. Asst. (.0125/36629/4ppl.)	$ 146,515	0.0500		5.00%	$ 1,831		$ 1,831
13	Name:	Jones, Sonnenberg, Phillips, Wagner (CUSD N=4)							
	Title:	Research Specialists (Librarians) (.0164/55713/4ppl.)	$ 222,851	0.0656		6.56%	$ 3,655		$ 3,655
14	Name:	Harter, Tanya (CUSD)							
	Title:	Food Service Worker (e.g. Director)	$ 55,370	0.0452		4.52%	$ 2,503		$ 2,503
15	Name:	Food Service Workers (CUSD N=10)							
	Title:	Food Service Workers (.0286/35235/10ppl.)	$ 352,352	0.2860		28.60%	$ 10,077		$ 10,077

Note: Acronyms for partner names are defined at the end of this document

16	Name:	Erickson, Graber, Koch, Parker, Puelicher, Tiller (Moon) (CUSD N=6)							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (Nurses) (.0481/79879/6ppl.)	$ 479,274	0.2886		28.86%	$ 23,053		$ 23,053
17	Name:	Bartlett, Johnson, Paugh, Siri (Headma),Snyder, Stornetta, (CUSD N=6)							
	Title:	Health Educator (e.g. Health Aides) (.0452/33207/6ppl.)	$ 199,243	0.2712		27.12%	$ 9,006		$ 9,006
18	Name:	P.E./Health Specialist (Chico N=8)							
	Title:	Health Educator (P.E./Health Specialists) (.0078/87422/8ppl.)	$ 699,379	0.0624		6.24%	$ 5,455		$ 5,455
19	Name:	Bird,Capen, De La Torre, Deromedi, McGuire, Sullivan (CUSD N=6)							
	Title:	School Adminstrator (Principals) (.0216/129224/6ppl.)	$ 775,341	0.1296		12.96%	$ 16,747		$ 16,747
20	Name:	Walters, Gabrielle (CUSD)							
	Title:	Teacher (Health Teacher)	$ 33,155	0.0841		8.41%	$ 2,788		$ 2,788
21	Name:	Teachers (CUSD N=149)							
	Title:	Teachers (Elementary School) (.0274/84053/149ppl.)	$ 12,523,867	4.0826		408.26%	$ 343,154		$ 343,154
22	Name:	Teachers (CUSD N=28)							
	Title:	Teachers (High School) (.0192/81120/28ppl.)	$ 2,271,360	0.5376		53.76%	$ 43,610		$ 43,610
23	Name:	TBD (Colusa USD)							
	Title:	School Admin. (e.g. Principal)	$ 105,747	0.0096		0.96%	$ 1,015		$ 1,015
24	Name:	Teachers (Colusa USD N=32)							
	Title:	Teachers (Elementary school) (.0120/84074/32ppl.)	$ 2,690,355	0.3840		38.40%	$ 32,284		$ 32,284
25	Name:	TBD (Colusa USD)[3]							
	Title:	Food Service Worker (e.g. Director)	$ 52,000	0.1538		15.38%	$ 7,998		$ 7,998
26	Name:	Toy, Barbara (Corning)							
	Title:	Office Manager/Secretary/Admin. Asst. (Admin. Asst.)	$ 53,373	0.0077		0.77%	$ 411		$ 411
27	Name:	Hall, O'nions (Corning N=2)							
	Title:	Research Specialists (Librarians) (.0303/27851/2ppl.)	$ 55,702	0.0606		6.06%	$ 1,688		$ 1,688
28	Name:	Passantino, Leslie (Corning)[3]							
	Title:	Food Service Worker (e.g. Director)	$ 38,064	0.0740		7.40%	$ 2,817		$ 2,817
29	Name:	(Corning N=10)							
	Title:	Food Service Workers (.0447/28330/10ppl.)	$ 283,296	0.4470		44.70%	$ 12,663		$ 12,663
30	Name:	Miller, Newton, Bouchard (Corning N=3)							
	Title:	School Adminstrators (Principals) (.0038/112161/3ppl.)	$ 336,482	0.0114		1.14%	$ 1,279		$ 1,279
31	Name:	Teachers (Corning N=65)							
	Title:	Teachers (Elementary School) (.0163461/81723/65ppl.)	$ 5,312,008	1.0625		106.25%	$ 86,831		$ 86,831
32	Name:	Tozier, Terri (Four Winds)							
	Title:	School Adminstrator (Principal)	$ 104,250	0.0971		9.71%	$ 10,123		$ 10,123

Note: Acronyms for partner names are defined at the end of this document

33	Name:	Barber, Gracia, Pacheco, Wilson (Four Winds N=4)								
	Title:	Food Service Workers (.0697/24227/4ppl.)	$ 96,907	0.2788		27.88%	$ 6,754		$ 6,754
34	Name:	Teachers (Four Winds N=14)								
	Title:	Teachers Four Winds (.0606/57741/14ppl.)	$ 808,371	0.8484		84.84%	$ 48,987		$ 48,987
35	Name:	Doty, Flosi, Gammell, Lawley, McBride, (Four Winds N=5)								
	Title:	Teacher/Student Aide/ Asst. (Assistant) (.0159/21312/5ppl.)	$ 106,558	0.0795		7.95%	$ 1,694		$ 1,694
36	Name:	Byrne, Ford, Murray, Rodrigues, Scrogin (Gridley N=5)								
	Title:	Office Manager/Secretary/Admin. Asst. (Admin. Asst.) (.0072/28791/5ppl.)	$ 143,957	0.0360		3.60%	$ 1,036		$ 1,036
37	Name:	Baker, Linda (Gridley)[3]								
	Title:	Food Service Worker (e.g. Director)	$ 52,021	0.0750		7.50%	$ 3,902		$ 3,902
38	Name:	Azeuedo, Collins, Tena, Yeoman (Gridley N=4)								
	Title:	Food Service Workers (.0442/30779/4ppl.)	$ 123,115	0.1768		17.68%	$ 5,442		$ 5,442
39	Name:	Andes, Rickably (Gridley N=2)								
	Title:	Health Educator (e.g. Health Aides) (.0072/53435/2ppl.)	$ 106,870	0.0144		1.44%	$ 769		$ 769
40	Name:	Weinzenger, Nancy (Gridley)[1]								
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (RN)	$ 93,600	0.0192		1.92%	$ 1,797		$ 1,797
41	Name:	Kermen, Melton (Gridley N=2)								
	Title:	Teachers (P.E.) (.0663/88546/2ppl.)	$ 177,091	0.1326		13.26%	$ 11,741		$ 11,741
42	Name:	McIntire, Chris[1] (Gridley)								
	Title:	School Adminstrator (Principal)	$ 112,320	0.0139		1.39%	$ 1,561		$ 1,561
43	Name:	Teachers (Gridley N=45)								
	Title:	Teachers (Elementary School) (.0154/88650/45ppl.)	$ 3,989,232	0.6930		69.30%	$ 61,434		$ 61,434
44	Name:	Teachers (Gridley N=20)								
	Title:	Teachers (Middle Schools) (.0221/83366/20ppl.)	$ 1,667,328	0.4420		44.20%	$ 36,848		$ 36,848
45	Name:	Teachers (MUSD N=73)								
	Title:	Teachers (Linda Elementary school) (.0055/84490/73ppl.)	$ 6,167,741	0.4015		40.15%	$ 33,923		$ 33,923
46	Name:	Llewelyn, Ken (MUSD)								
	Title:	Food Service Worker (e.g. Director)	$ 73,653	0.0048		0.48%	$ 354		$ 354
47	Name:	Rainwater, Lori (MUSD)								
	Title:	Project Coordinator (Wellness Coord.)	$ 93,600	0.0635		6.35%	$ 5,944		$ 5,944
48	Name:	Teachers (Hamilton City (N=10)								
	Title:	Teachers (.0057/84781/10ppl.)	$ 847,808	0.0570		5.70%	$ 4,833		$ 4,833
49	Name:	Kissan, John (Hamilton City)								
	Title:	School Admin. (e.g. Principal/Superintendent)	$ 104,000	0.0048		0.48%	$ 499		$ 499
50	Name:	Radtke, LeAnn (Hamilton City)								
	Title:	Food Service Worker (e.g. Director)	$ 52,000	0.0481		4.81%	$ 2,501		$ 2,501

Note: Acronyms for partner names are defined at the end of this document

51	Name:	Food Service Workers II (Orland N=10)							
	Title:	Food Service Workers (.0755/30118/10ppl.)	$ 301,184	0.7550		75.50%	$ 22,739		$ 22,739
52	Name:	Anderson, Sue (Orland)							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (RN)	$ 102,336	0.0159		1.59%	$ 1,627		$ 1,627
53	Name:	Teachers (Orland N=70)							
	Title:	Teachers (Elementary Schools) (.0060/77813/70 ppl.)	$ 5,446,896	0.4200		42.00%	$ 32,681		$ 32,681
54	Name:	Bowles, Merritt, Townsend, Wakefield (Oroville Elm N=4)							
	Title:	Research Specialist (Librarian) (.0022/35276/4 ppl.)	$ 141,107	0.0088		0.88%	$ 310		$ 310
55	Name:	Remley, Dr. Donald (Oroville Elm)							
	Title:	School Adminstrator (Superintendent)	$ 103,251	0.0048	0.48%		$ 496		$ 496
56	Name:	Jeffers, Susan (Oroville Elm)							
	Title:	School Adminstrator	$ 62,400	0.0048		0.48%	$ 300		$ 300
57	Name:	Mabie, Politovich (Oroville Elm N=2)							
	Title:	Food Service Workers (e.g. Managers) (.0038/45979/2ppl.)	$ 91,957	0.0076		0.76%	$ 349		$ 349
58	Name:	Food Service Wkrs (Oroville Elm N=9)							
	Title:	Food Service Workers (.0120/33363/9ppl.)	$ 300,269	0.1080		10.80%	$ 3,603		$ 3,603
59	Name:	TBD (Oroville Elm)							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (RN)	$ 35,547	0.0149		1.49%	$ 530		$ 530
60	Name:	TBD (Oroville Elm N=2)							
	Title:	Teachers (P.E. Teachers) (.0139/78333/2 ppl.)	$ 156,666	0.0278		2.78%	$ 2,178		$ 2,178
61	Name:	Sappenfield, Cross, Gallivan, Garrison, Hilliard, Strieby (Oroville Elm N=6)							
	Title:	School Adminstrators (Principals) (.0024/111758/6ppl.)	$ 670,550	0.0144		1.44%	$ 1,609		$ 1,609
62	Name:	Teachers (Oroville Elm N=76)							
	Title:	Teachers (Elementary School) (.0120/92518/76ppl.)	$ 7,031,398	0.9136		91.36%	$ 84,525		$ 84,525
63	Name:	Teachers (Oroville Elm N=40)							
	Title:	Teachers (Middle School) (.0173/92747/40ppl.)	$ 3,709,888	0.6920		69.20%	$ 64,181		$ 64,181
64	Name:	Prater, Tracy (Oroville High) [4]							
	Title:	Food Service Worker (e.g. Manager)	$ 29,536	0.4000		40.00%	$ 11,814		$ 11,814
65	Name:	Landess, Richard (Oroville High)							
	Title:	School Adminstrator (Superintendents)	$ 66,518	0.0014	0.14%		$ 93		$ 93
66	Name:	Houston, Peacock, McCutchen (Oroville High N=3)							
	Title:	Research Specialist (Librarians) (.0041/32767/3ppl.)	$ 98,301	0.0123		1.23%	$ 403		$ 403
67	Name:	Wakefield, Paula (Oroville High) [4]							
	Title:	Food Service Worker (e.g. Director)	$ 49,878	0.4000		40.00%	$ 19,951		$ 19,951
68	Name:	Campagna, Clark (Oroville High N=2) [4]							
	Title:	Food Service Workers (.4000/16775/2ppl.)	$ 33,550	0.8000		80.00%	$ 13,420		$ 13,420
69	Name:	Anderson, Hastings, Kermen, Schmantz, Schneider, Steinman, (Oroville High N=6)							
	Title:	Teachers (P.E. Teachers) (.0063/82576/6ppl.)	$ 495,456	0.0378		3.78%	$ 3,121		$ 3,121

Note: Acronyms for partner names are defined at the end of this document

70	Name:	Broughton, Dovell, Ochs (Oroville High N=3)[1]							
	Title:	School Adminstrators (Principals) (.0106/112084/3ppl.)	$ 336,253	0.0318		3.18%	$ 3,564		$ 3,564
71	Name:	Teachers (Oroville High N=18)							
	Title:	Teachers (High School) (.0264/81474/18ppl.)	$ 1,466,525	0.4752		47.52%	$ 38,716		$ 38,716
72	Name:	Miller, Marsha (Home Ec Teacher Oroville High)							
	Title:	Teacher (Continuation School)	$ 93,600	0.0125		1.25%	$ 1,170		$ 1,170
73	Name:	Nylander, Stormy (Oroville High) [4]							
	Title:	Food Service Worker (Continuation School)	$ 30,410	0.4000		40.00%	$ 12,164		$ 12,164
74	Name:	Speas, Ryan (Oroville High)							
	Title:	Teacher (Continuation School)	$ 58,635	0.0014		0.14%	$ 82		$ 82
75	Name:	Chimento, Dolar (Palermo N=2)							
	Title:	School Administrators (.0014/111009/2ppl.)	$ 222,019	0.0028	0.28%		$ 311		$ 311
76	Name:	Gadow, Fowler, Mares, Wiemers, (Palermo N=4)							
	Title:	Office Manager/Secretary/ Admin. Asst. (Admin. Asst.) (.0014/37294/4ppl.)	$ 149,178	0.0058		0.58%	$ 216		$ 216
77	Name:	Cropley, Hatfield (Palermo N=2)							
	Title:	Food Service Worker (e.g. Managers) (.0615/35058/2ppl.)	$ 70,117	0.1230		12.30%	$ 4,312		$ 4,312
78	Name:	Food Service Workers (Palermo N=8)							
	Title:	Food Service Workers	$ 185,417	0.0240		2.40%	$ 556		$ 556
79	Name:	Hayes, Anne (Palermo)							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (RN)	$ 86,216	0.0053		0.53%	$ 457		$ 457
80	Name:	Cherry, Collins, Lloyd, (Palermo N=3)							
	Title:	Health Educators (Health Aides) (.0063/27158/3ppl.)	$ 81,474	0.0189		1.89%	$ 513		$ 513
81	Name:	Brown, Coleman, Johnson (Stennet), Pitner-Scott (Palermo N=4)							
	Title:	School Adminstrators (Principals) (.0048/10168/4ppl.)	$ 407,472	0.0192		1.92%	$ 1,956		$ 1,956
82	Name:	Teachers (Palermo N=95)							
	Title:	Teachers (Elementary Schools) (.0187/81120/95ppl.)	$ 8,030,880	1.7765		177.65%	$ 150,177		$ 150,177
83	Name:	Allen, Jagoda, Lawton, Solansky (Palermo N=4)							
	Title:	Teachers (Preschool) (.0423/51059/4ppl.)	$ 204,235	0.1692		16.92%	$ 8,639		$ 8,639
84	Name:	Admin Assistants (Paradise N=13)							
	Title:	Office Manager/Secretary/Admin. Asst. (Admin. Asst.) (.0019/32739/13ppl.)	$ 425,610	0.0247		2.47%	$ 809		$ 809
85	Name:	Meyer, Riacon, Thorup, (Paradise N=3)							
	Title:	Research Specialist (Librarians) (.0029/31706/3ppl.)	$ 95,118	0.0087		0.87%	$ 276		$ 276
86	Name:	Horn, Sue (Paradise)							
	Title:	Food Service Worker (e.g. Director)	$ 58,781	0.0452		4.52%	$ 2,657		$ 2,657
87	Name:	Hodges, Lister, Nixon, Snidow, Spreen, (Paradise N=5)							
	Title:	Food Service Workers (.0240/27884/5ppl.)	$ 139,422	0.1200		12.00%	$ 3,346		$ 3,346

Note: Acronyms for partner names are defined at the end of this document

88	Name:	Carter, Mundy (Paradise N=2)							
	Title:	Health Educator (Health Aides) (.0024/28943/2ppl.)	$ 57,886	0.0048		0.48%	$ 139		$ 139
89	Name:	Principals (Paradise N=8)							
	Title:	School Adminstrators (Principals) (.0048/88212/8ppl.)	$ 705,702	0.0384		3.84%	$ 3,387		$ 3,387
90	Name:	Teachers (Paradise N=73)							
	Title:	Teachers (Elementary Schools) (.0149/82014/73ppl.)	$ 5,987,051	1.0877		108.77%	$ 89,207		$ 89,207
91	Name:	Teachers (Paradise N=20)							
	Title:	Teachers (Middle School) (.0086/82014/20ppl.)	$ 1,640,288	0.1720		17.20%	$ 14,106		$ 14,106
92	Name:	Bayley, Chris (Red Bluff)							
	Title:	Food Service Workers (e.g. Director)	$ 74,506	0.0538		5.38%	$ 4,008		$ 4,008
93	Name:	Food Service Workers (Red Bluff N=13)							
	Title:	Food Service Workers (.0288/29099/13ppl.)	$ 378,290	0.3744		37.44%	$ 10,895		$ 10,895
94	Name:	Roth, Karrie[1] (Red Bluff)							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (RN)	$ 93,600	0.0563		5.63%	$ 5,270		$ 5,270
95	Name:	TBD, TBD, Young, (Red Bluff N=3)							
	Title:	Health Educators (Health Aides) (.0014/30347/3ppl.)	$ 91,042	0.0432		4.32%	$ 1,311		$ 1,311
96	Name:	TBD, TBD (Red Bluff N=2)[1]							
	Title:	Teachers (P.E. Teachers) (.0014/93600/2ppl.)	$ 187,200	0.0028		0.28%	$ 262		$ 262
97	Name:	Brownfield, Prestwood (Red Bluff N=2)[1]							
	Title:	School Adminstrators (Principals) (.0096/112320/2ppl.)	$ 224,640	0.0192		1.92%	$ 2,157		$ 2,157
98	Name:	Teachers (Red Bluff N=18)							
	Title:	Teachers (High School) (.0495/67662/18ppl.)	$ 1,217,923	0.8910		89.10%	$ 60,287		$ 60,287
99	Name:	Davis, Jones, Roseberry, (Thermalito N=3)							
	Title:	Office Manager/Secretary/Admin. Asst. (Admin.Asst.) (.0014/35825/3ppl.)	$ 107,474	0.0042		0.42%	$ 150		$ 150
100	Name:	Bowman, Correa (Thermalito N=2)							
	Title:	Coordinators of Other Program (Counselors) (.0029/90313/2ppl.)	$ 180,627	0.0058		0.58%	$ 524		$ 524
101	Name:	Edwards, Gramps, Howarth, Leonard, Ravert, Sexauer (Thermalito N=6)							
	Title:	Food Service Workers (.0250/239979/6ppl.)	$ 143,874	0.1500		15.00%	$ 3,597		$ 3,597
102	Name:	Wedin, Sharon (Thermalito)[1]							
	Title:	Nurse/ Nurse Supervisor/Nurse Aide RN (RN)	$ 93,600	0.0014		0.14%	$ 131		$ 131
103	Name:	Potts, Read, Wellsand (Thermalito N=3)							
	Title:	Health Educators (Health Aides) (.0014/25535/3ppl.)	$ 76,606	0.0042		0.42%	$ 107		$ 107
104	Name:	Catalano, Vance-Crumm, Younkin (Thermalito N=3)							
	Title:	School Adminstrators (Principals) (.0004/110656/3ppl.)	$ 331,968	0.0012		0.12%	$ 133		$ 133
105	Name:	Teachers (Thermalito N=31)							
	Title:	Teachers (Middle School) (.0014/84385/31ppl.)	$ 2,615,954	0.0434		4.34%	$ 3,662		$ 3,662
106	Name:	Teachers (Thermalito N=59)							

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	Title:	**Teachers (Elementary Schools) (.0077/83450/59ppl.)**	$ 4,923,526	0.4538		45.38%	$ 37,869		$ 37,869
107	**Name:**	**Bryant, Funke, Garcia, Wiggett (Willows N=4)**							
	Title:	**Coordinator of Other Program (Counselors) (.0024/53560/4ppl.)**	$ 214,240	0.0096		0.96%	$ 514		$ 514
108	**Name:**	**Flanagan, Jolene (Willows)** [3]							
	Title:	**Food Service Worker (e.g. Manager)**	$ 62,400	0.0048		0.48%	$ 300		$ 300
109	**Name:**	**Anderson, Carol (Willows)** [1]							
	Title:	**Nurse/Nurse Supervisor/Nurse Aide RN(District Nurse)**	$ 93,600	0.0096		0.96%	$ 899		$ 899
110	**Name:**	**Moore, Parks, Parsons (Willows N=3)**							
	Title:	**Teachers (P.E. Teachers) (.0014/43860/3ppl.)**	$ 131,581	0.0042		0.42%	$ 184		$ 184
111	**Name:**	**Parsons, Rob (Willows)**							
	Title:	**Teacher/Student Aide/Asst. (Asst.)**	$ 24,960	0.0144		1.44%	$ 359		$ 359
112	**Name:**	**Bazan, Parsons, Pentz, Persky, Rutlerglen, Sailsbery, Smith (Willows N=7)**							
	Title:	**School Adminstrators (Principals) (.0048/97760/7ppl.)**	$ 684,320	0.0336		3.36%	$ 3,285		$ 3,285
113	**Name:**	**Teachers (Willows N=39)**							
	Title:	**Teachers (Elementary School) (.0096/54080/39ppl.)**	$ 2,109,120	0.3744		37.44%	$ 20,248		$ 20,248
114	**Name:**	**Teachers (Willows N=26)**							
	Title:	**Teachers (Intermediate School) (.0096/53310/26ppl.)**	$ 1,386,070	0.2500		25.00%	$ 13,328		$ 13,328
115	**Name:**	**Teachers (Willows N=10)**							
	Title:	**Teachers (High School) (.0096/53310/10ppl.)**	$ 533,104	0.0960		9.60%	$ 5,118		$ 5,118
116	**Name:**	**Buran, Michele (OPT)** [2]							
	Title:	**Recreation Leader**	$ 49,140	0.4800		48.00%	$ 23,587		$ 23,587
117	**Name:**	**Cahill, Amy (OPT)** [2]							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant III)**	$ 31,200	0.1212		12.12%	$ 3,781		$ 3,781
118	**Name:**	**Evans, Kristen (OPT)** [2]							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant)**	$ 20,800	0.1212		12.12%	$ 2,521		$ 2,521
119	**Name:**	**Goodwin, Karen (OPT)** [2]							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Nutritionist)**	$ 52,744	0.2667		26.67%	$ 14,067		$ 14,067
120	**Name:**	**Gruneiesen, Kristin (OPT)** [2]							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Nutritionist)**	$ 60,242	0.2800		28.00%	$ 16,868		$ 16,868
121	**Name:**	**Jimenez, Yuridia (OPT)** [2]							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)**	$ 23,920	0.1212		12.12%	$ 2,899		$ 2,899
122	**Name:**	**TBD (BCCFC N=3)**							
	Title:	**Health Educators (.0500/54080/3ppl.)**	$ 162,240	0.1500		15.00%	$ 8,112		$ 8,112
123	**Name:**	**TBD (BCCFC N=2)**							

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	Title:	**Nurse/Nurse Supervisor/Nurse Aide (RN) (.0500/62400/2ppl.)**	$ 124,800	0.1000		10.00%	$ 6,240		$ 6,240
124	**Name:**	**Dickman, Ann (BCDPH/BSC)**							
	Title:	**Nurse/Nurse Supervisor/Nurse Aide RN (Nurse Super.)**	$ 68,578	0.0375		3.75%	$ 2,572		$ 2,572
125	**Name:**	**Edgars, Soderstrom (BCDPH/BSC N=2)**							
	Title:	**Nurse/Nurse Supervisor/Nurse Aide RN (RN) (.0137/66560/2ppl.)**	$ 133,120	0.0274		2.74%	$ 1,824		$ 1,824
126	**Name:**	**McKiernan, Humphries (BCDPH/BSC N=2)**							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Nutritionists) (.2404/43600/2ppl.)**	$ 87,360	0.4808		48.08%	$ 21,001		$ 21,001
127	**Name:**	**Harper, Kienzle (BCDPH N=2)[1]**							
	Title:	**Nurse/Nurse Supervisor/Nurse Aide RN (Nurse Super.) (.0029/93600/2ppl.)**	$ 187,200	0.0058		0.58%	$ 543		$ 543
128	**Name:**	**Senske, Heather (BCOE)**							
	Title:	**Project Coordinator (Child Services Director)**	$ 106,163	0.0361		3.61%	$ 3,832		$ 3,832
129	**Name:**	**Project Specialists (BCOE N=4)**							
	Title:	**Program Assistants (Project Specialists/Analysts) (.5769/46492/4ppl.)**	$ 185,869	1.1538		115.38%	$ 53,614		$ 53,614
130	**Name:**	**Teachers/Site Super (BCOE N=21)**							
	Title:	**Teacher/Student Aide/Asst. (Teachers/Site Supervisor) (.1400/23670/21ppl.)**	$ 497,078	2.9400		294.00%	$ 69,591		$ 69,591
131	**Name:**	**Teacher Assistants (BCOE N=8)**							
	Title:	**Teacher/Student Aide/Asst. (Associate Teacher) (.0901/17264/8ppl.)**	$ 138,112	0.7208		72.08%	$ 12,444		$ 12,444
132	**Name:**	**Community Health Rep (FRTH) N=15**							
	Title:	**Community Outreach Worker (Community Health Rep) (.0264/29990/15ppl.)**	$ 449,847	0.3960		39.60%	$ 11,876		$ 11,876
133	**Name:**	**Cashman, Scarborough (FRTH N=2)**							
	Title:	**Dietitian (.1923/73476/2ppl.)**	$ 146,952	0.3846		38.46%	$ 28,259		$ 28,259
134	**Name:**	**Prosser, Sharron (FRTH)**							
	Title:	**Community Outreach Worker (Outreach Director)**	$ 58,323	0.0240		2.40%	$ 1,400		$ 1,400
135	**Name:**	**Hunzeker, Maria (FRTH)**							
	Title:	**Administrator (Executive Director)**	$ 106,496	0.0120	1.20%		$ 1,278		$ 1,278
136	**Name:**	**Doctor Martinez (FRTH)[1]**							
	Title:	**Physician (Doctor)**	$ 112,320	0.0096		0.96%	$ 1,078		$ 1,078
Note: Another FRTH staff person listed at end of budget (#193)									
137	**Name:**	**Chapman, Debra (MCDPH)**							
	Title:	**Project Coordinator (Program Manager)**	$ 53,019	0.0240		2.40%	$ 1,272		$ 1,272
138	**Name:**	**Crosby, Kelly (MCDPH)**							
	Title:	**Administrator (Department Director)**	$ 85,571	0.0448		4.48%	$ 3,834		$ 3,834

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139	Name:	Miller, Joyce (MCDPH)							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (Nurse)	$ 73,944	0.0240		2.40%	$ 1,775		$ 1,775
140	Name:	Stains, Holly (MCDPH)							
	Title:	Program Assistant (Health Specialist)	$ 33,176	0.1870		18.70%	$ 6,204		$ 6,204
141	Name:	Sanders, Eugene (Mooretown)							
	Title:	Finance Analyst (Fiscal Officers)	$ 58,261	0.0327	3.27%		$ 1,905		$ 1,905
142	Name:	Edwards, Elliott (Mooretown) N=2							
	Title:	Administrator (Directors) (.0432/39041/2ppl.)	$ 78,083	0.0432	4.32%		$ 1,687		$ 1,687
143	Name:	Thomas, Leslie (Mooretown)							
	Title:	Program Assistant (Child Care Assistant)	$ 17,555	0.1577		15.77%	$ 2,768		$ 2,768
144	Name:	Donahue, Littlejohn-Webster, Martin, McIntosh, Ogletree,Weintraub (Mooretown N=6)							
	Title:	Project Coordinator (Program Coordinator) (.1041/27102/6ppl.)	$ 162,614	0.6246		62.46%	$ 16,928		$ 16,928
145	Name:	Baker, Valerie (NVIH)							
	Title:	Office Manager/ Secretary/Admin. Asst. (Admin. Asst.)	$ 37,440	0.1921	19.21%		$ 7,192		$ 7,192
146	Name:	Coleman, Phares, Cullen (NVIH) N=3							
	Title:	Nurse/Nurse Supervisor/Nurse Aide RN (Public Health Nurses) (.0961/59682/3ppl.)	$ 179,046	0.2883		28.83%	$ 17,206		$ 17,206
147	Name:	Shively, Vicki (NVIH)							
	Title:	Administrator (Community Health Director)	$ 77,106	0.3462	34.62%		$ 26,694		$ 26,694
148	Name:	Bates, Gammell, Leeman, Silverhorn, Wilson, Wise (NVIH) N=6							
	Title:	Program Assistants (Community Health Workers) (.0785/29012/6ppl.)	$ 174,075	0.4710		47.10%	$ 13,665		$ 13,665
149	Name:	Chavolla, Reyes, Miller (Totten), Perry (Siskiyou) N=4							
	Title:	Family Advocate (Siskiyou) (.0174/19765/4ppl.)	$ 79,061	0.0696		6.96%	$ 1,376		$ 1,376
150	Name:	Ede, Warn, O'Gorman (Siskiyou) N=3							
	Title:	Administrator (Executive Directors) (.0469/43729/3ppl.)	$ 131,186	0.1407	14.07%		$ 6,153		$ 6,153
151	Name:	Duff, Dexter (Siskiyou) N=2							
	Title:	Project Coordinators (Program Managers) (.0112/31200/2ppl.)	$ 62,400	0.0224		2.24%	$ 699		$ 699
152	Name:	Christy, Sherrie (Siskiyou)							
	Title:	Family Advocate (Family Service Coordinator)	$ 31,200	0.0240		2.40%	$ 749		$ 749
153	Name:	Derry, Harris (Siskiyou) N=2							
	Title:	Program Assistant (Scott Valley FRC Workers) (.0240/16640/2ppl.)	$ 33,280	0.0480		4.80%	$ 799		$ 799
154	Name:	Wolff, Cindy (CSUC NFSC)[1]							
	Title:	Chief Executive Officer (Project Director)	$ 112,320	0.8000		80.00%	$ 89,856		$ 89,856
155	Name:	Bianco-Simeral,Stephanie (CSUC NFSC) [5]							

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	Title:	**Professor (Faculty)**	$ 49,556	0.4000		40.00%	$ 19,822		$ 19,822
156	**Name:**	**Bordin, Judy (CSUC Child Development)[1]**							
	Title:	**Professor (Faculty)**	$ 93,600	0.1000		10.00%	$ 9,360		$ 9,360
157	**Name:**	**Bilsborough, Linda (CSUC HCSV)**							
	Title:	**Professor (Faculty)**	$ 50,022	0.1000		10.00%	$ 5,002		$ 5,002
158	**Name:**	**Portis, Mary (CSUC HCSV)[1,5]**							
	Title:	**Professor (Faculty)**	$ 93,600	0.4000		40.00%	$ 37,440		$ 37,440
159	**Name:**	**Ratekin, Cynthia (CSUC HCSV)**							
	Title:	**Professor (Faculty)**	$ 82,102	0.1000		10.00%	$ 8,210		$ 8,210
160	**Name:**	**Mann, Mike (CSUC HCSV)**							
	Title:	**Professor (Faculty)**	$ 56,000	0.1000		10.00%	$ 5,600		$ 5,600
161	**Name:**	**Nevarez, Holly (CSUC HCSV)**							
	Title:	**Professor (Faculty)**	$ 52,038	0.2000		20.00%	$ 10,408		$ 10,408
162	**Name:**	**Goto, Keiko (CSUC NFSC)**							
	Title:	**Professor (Faculty)**	$ 51,696	0.2000		20.00%	$ 10,339		$ 10,339
163	**Name:**	**Morgan, Irene (CSUC NURS)**							
	Title:	**Professor (Faculty)**	$ 86,310	0.2700		27.00%	$ 23,304		$ 23,304
164	**Name:**	**Wermuth, Laurie (CSUC SOCI)**							
	Title:	**Professor (Faculty)**	$ 86,108	0.1300		13.00%	$ 11,194		$ 11,194
165	**Name:**	**McLachlin, Laura (CSUC RECR)**							
	Title:	**Professor (Faculty)**	$ 85,504	0.1000		10.00%	$ 8,550		$ 8,550
166	**Name:**	**TBD (Mechoopda) N=2**							
	Title:	**Community Outreach Worker/Community Liaison (Community Health Workers) (0420/27040/2ppl.)**	$ 54,080	0.0840		8.40%	$ 2,271		$ 2,271
167	**Name:**	**TBD (Mechoopda) N=2**							
	Title:	**Coordinator of Other Program (Youth & Education) (.0481/31200/2ppl.)**	$ 62,400	0.0962		9.62%	$ 3,001		$ 3,001
168	**Name:**	**TBD (Mechoopda)**							
	Title:	**Coordinator of Other Program (Counselor)**	$ 37,440	0.0125		1.25%	$ 468		$ 468
169	**Name:**	**TBD (Mechoopda) N=2**							
	Title:	**Administrator (Tribal & Fiscal) (.0120/41600/2ppl.)**	$ 83,200	0.0240	2.40%		$ 998		$ 998
170	**Name:**	**TBD (Enterprise Rancheria) N=1**							
	Title:	**Community Outreach Worker/Community Liaison (Education Spec.)**	$ 27,040	0.0721		7.21%	$ 1,950		$ 1,950
171	**Name:**	**TBD (Enterprise Rancheria) N=1**							
	Title:	**Coordinator of Other Program (Education Coord.)**	$ 31,200	0.0721		7.21%	$ 2,250		$ 2,250
172	**Name:**	**TBD (Enterprise Rancheria)**							
	Title:	**Office Manager/Secretary/Admin Asst**	$ 27,040	0.0120	1.20%		$ 324		$ 324
173	**Name:**	**TBD (Enterprise Rancheria) N=2**							

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	Title:	**Administrator (Tribal & Fiscal) (.03845/41600/2ppl.)**	$ 83,200	0.0768	7.68%		$ 3,195		$ 3,195
174	**Name:**	**TBD (CICC) N=2**							
	Title:	**Nurse/Nurse Supervisor/Nurse Aide RN (Certified Diabetes Educator & Dialysis Nurse) (.1250/52000/2ppl.)**	$ 104,000	0.2500		25.00%	$ 13,000		$ 13,000
175	**Name:**	**TBD (CICC) N=2**							
	Title:	**Program Assistants (Activities Specialist & Education Specialist) (.0481/27040/2ppl.)**	$ 54,080	0.0962		9.62%	$ 2,601		$ 2,601
176	**Name:**	**TBD (CICC) N=2**							
	Title:	**Coordinator of Other Program (Comm. Svcs. Dir., & Wellness Ctr. Dir.) (.0096/41600/2ppl.)**	$ 83,200	0.0192	1.92%		$ 799		$ 799
177	**Name:**	**TBD (CICC) N=2**							
	Title:	**Coordinator of Other Program (Comm. Hlth. Worker, & Certified Nurses Asst.) (.0096/27040/2ppl.)**	$ 54,080	0.0192	1.92%		$ 519		$ 519
178	**Name:**	**TBD (CICC) N=3**							
	Title:	**Teachers (.0480/27040/3ppl.)**	$ 81,120	0.1440		14.40%	$ 3,894		$ 3,894
179	**Name:**	**TBD (CICC)**							
	Title:	**Physician**	$ 83,200	0.0125		1.25%	$ 1,040		$ 1,040
180	**Name:**	**TBD (CICC)**							
	Title:	**Coordinators of Other Program (Counselor)**	$ 54,080	0.0125		1.25%	$ 676		$ 676
181	**Name:**	**TBD (CICC)**							
	Title:	**Coordinator of Other Program (Childcare Ctr. Dir.)**	$ 45,760	0.0250		2.50%	$ 1,144		$ 1,144
182	**Name:**	**TBD (CICC)**							
	Title:	**Coordinator of Other Program (Clinical Services Dir.)**	$ 58,240	0.0250		2.50%	$ 1,456		$ 1,456
183	**Name:**	**TBD (CICC)**							
	Title:	**Accountant/Finance Analyst (Chief Financial Officer)**	$ 62,400	0.0063	0.63%		$ 393		$ 393
184	**Name:**	**TBD (CICC) N=2**							
	Title:	**Office Manager/Secretary/Admin. Asst. (Account Clerk, Wellness Ctr. Admin. Staff) (.0096/24960/2ppl.)**	$ 49,920	0.0192	1.92%		$ 479		$ 479
185	**Name:**	**Loomis (FRTH)**							
	Title:	**Office Manager/Secretary/Admin. Asst. (Admin. Asst.)**	$ 35,464	0.0096	0.96%		$ 340		$ 340
186	**Name:**	**TBD (RBEUSD N=8)**							
	Title:	**Office Manager/Secretary/Admin. Asst. (Admin. Asst.) (.0384/24440/8ppl.)**	$ 195,520	0.3072	30.72%		$ 7,508		$ 7,508
187	**Name:**	**TBD (RBEUSD)[3]**							
	Title:	**Food Service Worker (e.g. Director)**	$ 44,158	0.0700		7.00%	$ 3,091		$ 3,091
188	**Name:**	**TBD (RBEUSD N=14)**							
	Title:	**Food Service Workers (.0096/29120/14ppl.)**	$ 407,680	0.1346		13.46%	$ 3,920		$ 3,920
189	**Name:**	**TBD (RBUESD N=3)**							
	Title:	**Health Educator (e.g. Health Aides) (.0048/25459/3ppl.)**	$ 76,378	0.0144		1.44%	$ 367		$ 367
190	**Name:**	**TBD (RBUESD)**							
	Title:	**Nurse/Nurse Supervisor/Nurse Aide RN (RN)**	$ 93,600	0.0192		1.92%	$ 1,797		$ 1,797
191	**Name:**	**TBD (RBUESD N=3)**							

Note: Acronyms for partner names are defined at the end of this document

	Title:	**Teachers (P.E.) (.0192/78353/3ppl.)**	$ 235,061	0.0576		5.76%	$ 4,513		$ 4,513
192	**Name:**	**McCoy, Campbell, Renstrom, Scharaga (RBEUSD)**							
	Title:	**School Adminstrator (Principals N=4) (.0072/99008/4ppl.)**	$ 396,032	0.0288		2.88%	$ 2,851		$ 2,851
193	**Name:**	**Teachers (RBUESD N=90)**							
	Title:	**Teachers (Elementary Schools N=3) (.0096/81780/90ppl.)**	$ 7,630,272	0.8654		86.54%	$ 73,369		$ 73,369
194	**Name:**	**Teachers (RBUESD N=27)**							
	Title:	**Teachers (Middle School) (.0096/25029/90ppl.)**	$ 2,252,578	0.2592		25.92%	$ 21,625		$ 21,625
195	**Name:**	**TBD (LMUSD N=3)**							
	Title:	**Office Manager/Secretary/Admin. Asst. (Admin. Asst.) (.0120/24440/3ppl.)**	$ 73,320	0.0360	3.60%		$ 880		$ 880
196	**Name:**	**TBD (LMUSD)[3]**							
	Title:	**Food Service Worker (e.g. Director)**	$ 44,158	0.0700		7.00%	$ 3,091		$ 3,091
197	**Name:**	**TBD (LMUSD N=4)**							
	Title:	**Food Service Workers (.0540/29203/4ppl.)**	$ 116,813	0.2160		21.60%	$ 6,308		$ 6,308
198	**Name:**	**TBD (LMUSD N=2)**							
	Title:	**Health Educator (e.g. Health Aides) (.0048/25459/2ppl.)**	$ 50,918	0.0096		0.96%	$ 244		$ 244
199	**Name:**	**TBD (LMUSD)[1]**							
	Title:	**Nurse/Nurse Supervisor/Nurse Aide RN (RN)**	$ 93,600	0.0192		1.92%	$ 1,797		$ 1,797
200	**Name:**	**TBD (LMUSD N=4)**							
	Title:	**Teachers (P.E.) (.0180/78353/4ppl.)**	$ 313,414	0.0720		7.20%	$ 5,641		$ 5,641
201	**Name:**	**Curry, Hansen (LMUSD N=2)**							
	Title:	**School Adminstrator (Principal) (.0036/99008/2ppl.)**	$ 198,016	0.0072		0.72%	$ 713		$ 713
202	**Name:**	**Teachers (LMUSD N=16)**							
	Title:	**Teachers (Elementary School N=2) (.0096/84781/16ppl.)**	$ 1,356,493	0.1536		15.36%	$ 13,022		$ 13,022
203	**Name:**	**Teachers (LMUSD N=11)**							
	Title:	**Teachers (High School) (.0096/83429/11ppl.)**	$ 917,717	0.0192		1.92%	$ 1,602		$ 1,602
204	**Name:**	**Teachers (Orland N=16)**							
	Title:	**Teachers (Middle School) (.0096/84781/16ppl.)**	$ 1,356,493	0.1536		15.36%	$ 13,022		$ 13,022
205	**Name:**	**Teachers (Orland N=11)**							
	Title:	**Teachers (High School) (.0096/83429/11ppl.)**	$ 917,717	0.0792		7.92%	$ 6,608		$ 6,608
206	**Name:**	**TBD (Orland N=2)**							
	Title:	**School Adminstrator (Principal) (.0036/99008/2ppl.)**	$ 198,016	0.0072		0.72%	$ 713		$ 713
207	**Name:**	**State Funded Afterschool Program Staff (BCOE N=20)**							
	Title:	**Teacher/Student Aide/Asst. (Teachers/Site Supervisor) (.1201/21528/20ppl.)**	$ 430,560	2.4020		240.20%	$ 51,710		$ 51,710
208	**Name:**	**Teacher Assistants (BCOE N=4)**							
	Title:	**Teacher/Student Aide/Asst. (Asst) (.0625/19760/4ppl.)**	$ 79,040	0.2500		25.00%	$ 4,940		$ 4,940
209	**Name:**	**Nancy Osbourne (GCOE)**							
	Title:	**Project Coordinator (Child & Family Services Manager)**	$ 63,128	0.0385		3.85%	$ 2,430		$ 2,430
210	**Name:**	**TBD (GCOE Fiscal Officer)**							
	Title:	**Accountant/Finance Analyst (Fiscal Officer)**	$ 33,987	0.0096	0.96%		$ 326		$ 326
211	**Name:**	**Preschool Teachers (GCOE N=20)**							
	Title:	**Teacher (Teachers) (.0060/27435/20ppl.)**	$ 548,704	0.1200		12.00%	$ 3,292		$ 3,292

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212	Name:	State Funded Afterschool Program Staff (GCOE N=39)							
	Title:	Teacher/Student Aide/Asst. (Asst) (.0192/27518/39ppl.)	$ 1,073,218	0.7488		74.88%	$ 20,606		$ 20,606
213	Name:	Beth Birk (TDOE)							
	Title:	Project Coordinator (Rec Spec Afterschool Prog)	$ 54,080	0.0385		3.85%	$ 2,082		$ 2,082
214	Name:	TBD (TDOE Fiscal Officer)							
	Title:	Accountant/Finance Analyst (Fiscal Officer)	$ 41,600	0.0096		0.96%	$ 399		$ 399
215	Name:	Preschool Teachers (TDOE N=40)							
	Title:	Teacher (Teachers) (sites N=13) (.0480/24960/40ppl.)	$ 998,400	1.9200		192.00%	$ 47,923		$ 47,923
216	Name:	State Funded Afterschool Program Staff (TDOE N=3)							
	Title:	Teacher/Student Aide/Asst. (Asst) (.0192/24960/3ppl.)	$ 74,880	0.0576		5.76%	$ 1,438		$ 1,438
217	Name:	Kathy Casey (SisCOE)							
	Title:	Project Coordinator (Health Services Director)	$ 68,890	0.0385		3.85%	$ 2,652		$ 2,652
218	Name:	TBD (Fiscal Officer)							
	Title:	Accountant/Finance Analyst (Fiscal Officer)	$ 41,600	0.0096		0.96%	$ 399		$ 399
219	Name:	Preschool Teachers (SisCOE N=7)							
	Title:	Teacher (Teachers) (.0721/24960/7ppl.)	$ 174,720	0.5047		50.47%	$ 12,597		$ 12,597
220	Name:	State Funded Afterschool Program Staff (SisCOE N=3)							
	Title:	Teacher/Student Aide/Asst. (Asst) (.0043/24960/3ppl.)	$ 74,880	0.0129		1.29%	$ 322		$ 322
221	Name:	State Funded Afterschool Teacher Asst (SisCOE N=15)							
	Title:	Teacher/Student Aide/Asst. (Asst) (.0144/24960/15ppl.)	$ 374,400	0.2160		21.60%	$ 5,391		$ 5,391
222	Name:	Green, Gregor, Escheman, Ward, Cena (MUSD)							
	Title:	School Adminstrator (Principals N=5) (.0024/99008/5ppl.)	$ 495,040	0.0120		1.20%	$ 1,188		$ 1,188
223	Name:	Teachers (MUSD N=20)							
	Title:	Teachers (Preschools N=4) (.0480/92269/20ppl.)	$ 1,845,376	0.9600		96.00%	$ 88,578		$ 88,578
224	Name:	Teachers (MUSD N=22)							
	Title:	Teachers (Covillaud Elementary N=1) (.0048/92269/22ppl.)	$ 2,029,914	0.1056		10.56%	$ 9,744		$ 9,744
225	Name:	Teachers (MUSD N=128)							
	Title:	Teachers (.0115/92269/128ppl.)	$ 11,810,406	1.4720		147.20%	$ 135,820		$ 135,820
226	Name:	Teachers (MUSD N=18)							
	Title:	Teachers (Middle school N=1) (.0096/92269/18ppl.)	$ 1,660,838	0.1728		17.28%	$ 15,944		$ 15,944
227	Name:	Teachers (MUSD N=15)							
	Title:	Teachers (High school N=1) (.0048/92269/15ppl.)	$ 1,384,032	0.0720		7.20%	$ 6,643		$ 6,643

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		FEDERAL SHARE POSITIONS							
1	Name:	Abbey, Donna							
	Title:	Teacher/Student Aide/Assistant (Site Administrator II)	$ 52,000	0.0500	5.00%			$ 2,600	$ 2,600
2	Name:	Alamprese, Lucas J.							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 20,800	0.3846		38.46%		$ 8,000	$ 8,000
3	Name:	Altier, Karen							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 31,200	0.0500		5.00%		$ 1,560	$ 1,560
4	Name:	Anderson, Ken							
	Title:	Teacher/Student Aide/Assistant (Site Administrator II)	$ 36,400	0.0500	5.00%			$ 1,820	$ 1,820
5	Name:	Bagwell, Katherine							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 20,800	0.2500		25.00%		$ 5,200	$ 5,200
6	Name:	Bell-Corona, Denise							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 31,200	0.0500		5.00%		$ 1,560	$ 1,560
7	Name:	Bianco-Simeral, Stephanie							
	Title:	Dietician (Nutrition Education Specialist)	$ 50,556	0.2500	25.00%			$ 12,639	$ 12,639
8	Name:	Buckley, Mike							
	Title:	Teacher/Student Aide/Assistant (Site Administrator)	$ 56,160	0.1000		10.00%		$ 5,616	$ 5,616
9	Name:	Buran, Michele[2]							
	Title:	Recreation Leader (Physical Activity Specialist III)	$ 51,597	0.1000		10.00%		$ 5,160	$ 5,160
10	Name:	Cahill, Amy[2]							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant III)	$ 31,200	0.3750		37.50%		$ 11,700	$ 11,700
11	Name:	Christensen, Lindsay							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 26,000	0.3846		38.46%		$ 10,000	$ 10,000
12	Name:	Choup, Chanthavy							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 20,800	0.3846		38.46%		$ 8,000	$ 8,000
13	Name:	Cooke, Bradley							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 43,680	0.1000		10.00%		$ 4,368	$ 4,368
14	Name:	Coyle, James							
	Title:	Accountant/Finance Analyst (Program Analyst)	$ 46,510	0.7000	70.00%			$ 32,557	$ 32,557
15	Name:	Cramer, Darcy							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 20,800	0.1923		19.23%		$ 4,000	$ 4,000
16	Name:	Cropley, Deborah							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 31,720	0.0500		5.00%		$ 1,586	$ 1,586

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17	**Name:**	**Darr, Nikki**							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant)**	$ 22,880	0.1923	19.23%			$ 4,400	$ 4,400
18	**Name:**	**Dye, Jennifer**							
	Title:	**Dietician (Nutrition Education Specialist II)**	$ 50,450	1.0000		100.00%		$ 50,450	$ 50,450
19	**Name:**	**Ecklund, Ashley**							
	Title:	**Teacher/Student Aide/Assistant (Community Nutrition Assistant I)**	$ 20,800	0.1923	19.23%			$ 4,000	$ 4,000
20	**Name:**	**Eisenhut, Amie**							
	Title:	**Health Educator (Health Education Specialist II)**	$ 38,984	1.0000		100.00%		$ 38,984	$ 38,984
21	**Name:**	**Evans, Kristen**[2]							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant)**	$ 20,800	0.3750		37.50%		$ 7,800	$ 7,800
22	**Name:**	**Ferguson, Nancy (Teacher)**							
	Title:	**Teacher/Student Aide/Asst. (Site Administrator II)**	$ 36,400	0.0500	5.00%			$ 1,820	$ 1,820
23	**Name:**	**Ferran, Kathleen**							
	Title:	**Teacher/Student Aide/Assistant (Site Administrator I)**	$ 52,790	0.0500		5.00%		$ 2,640	$ 2,640

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24	Name:	Fiori, Kelly							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 16,800	0.3846	38.46%			$ 6,461	$ 6,461
25	Name:	Gildersleeve, Terry							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 31,200	0.1000		10.00%		$ 3,120	$ 3,120
26	Name:	Gilmore, Laura							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 16,000	0.3846		38.46%		$ 6,154	$ 6,154
27	Name:	Godinez, Mary							
	Title:	Health Educator (Health Education Specialist II)	$ 43,571	1.0000		100.00%		$ 43,571	$ 43,571
28	Name:	Goodwin, Karen[2]							
	Title:	Nutritionist/Nutrition Eduator/Nutrition Aide (Nutrition Education Specialist IV)	$ 52,744	0.5333		53.33%		$ 28,128	$ 28,128
29	Name:	Gruneiesen, Kristin[2]							
	Title:	Project Coordinator (Nutrition Education Specialist II)	$ 60,242	0.5200		52.00%		$ 31,326	$ 31,326
30	Name:	Guinotte, Cheryl							
	Title:	Project Coordinator (Nutrition Education Specialist III)	$ 65,035	1.0000		100.00%		$ 65,035	$ 65,035
31	Name:	Harris, Michelle							
	Title:	Dietician (Nutrition Education Specialist III)	$ 65,520	0.2500		25.00%		$ 16,380	$ 16,380
32	Name:	Hart, Vivian							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 31,200	0.1000		10.00%		$ 3,120	$ 3,120
33	Name:	Heier, Alison							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant)	$ 22,880	0.3846		38.46%		$ 8,800	$ 8,800
34	Name:	Jimenez, Yuridia[2]							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 23,920	0.3750		37.50%		$ 8,970	$ 8,970
35	Name:	Kaplan, Wendy							
	Title:	Health Educator (Health Education Specialist II)	$ 48,157	0.9000		90.00%		$ 43,341	$ 43,341
36	Name:	La Mora, Julie							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 31,200	0.2500		25.00%		$ 7,800	$ 7,800
37	Name:	McCarthy, Erin							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 17,600	0.3846		38.46%		$ 6,769	$ 6,769
38	Name:	McCutcheon, Lesli M.							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant II)	$ 27,040	0.1923		19.23%		$ 5,200	$ 5,200

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39	Name:	McKee, Rachel							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)	$ 26,000	0.0500		5.00%		$ 1,300	$ 1,300
40	Name:	Munster, Regina							
	Title:	Nutritionist/Nutrition Eduator/Nutrition Aide (Nutrition Education Specialist III)	$ 57,284	0.4500		45.00%		$ 25,778	$ 25,778
41	Name:	Parks, Tracy							
	Title:	Teacher/Student Aide/Assistant (Site Administrator I)	$ 57,200	0.0500	5.00%			$ 2,860	$ 2,860
42	Name:	Ruffner, Emily Anne							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 24,960	0.3846		38.46%		$ 9,600	$ 9,600
43	Name:	Ruttenberg, Sue							
	Title:	Teacher/Student Aide/Assistant (Site Administrator I)	$ 36,400	0.0250	2.50%			$ 910	$ 910
44	Name:	Sommer, Carol							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activities Assistant)	$ 31,200	0.1000		10.00%		$ 3,120	$ 3,120
45	Name:	TBD							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant)	$ 20,800	0.3846		38.46%		$ 8,000	$ 8,000
46	Name:	Taylor, Danielle							
	Title:	Teacher/Student Aide/Assistant (Community Nutrition Assistant I)	$ 20,800	0.1154		11.54%		$ 2,400	$ 2,400
47	Name:	TBD							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 20,800	0.3846	38.46%			$ 8,000	$ 8,000
48	Name:	Topete, Efren							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant)	$ 20,800	0.0769		7.69%		$ 1,600	$ 1,600
49	Name:	Tucker, Susan							
	Title:	Office Manager/Secretary/Admin Asst (Administrative Assistant)	$ 41,507	0.9000	90.00%			$ 37,356	$ 37,356
50	Name:	Ware, Kim							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 22,880	0.3846		38.46%		$ 8,800	$ 8,800
51	Name:	Weaver, Chris							
	Title:	Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)	$ 17,600	0.3846	38.46%			$ 6,769	$ 6,769
52	Name:	Welty, Carol							
	Title:	Dietician (Nutrition Education Specialist III)	$ 63,292	1.0000		100.00%		$ 63,292	$ 63,292
53	Name:	Wolfe, Barbara							
	Title:	Teacher/Student Aide/Assistant (Nutrition Education Activities Assistant)	$ 31,200	0.0720		7.20%		$ 2,246	$ 2,246
54	Name:	Wood, Lara							

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	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)**	$ 22,880	0.3846		38.46%		$ 8,800	$ 8,800
55	**Name:**	**Xiong, Tong**							
	Title:	**Translator (Community Nutrition Assistant I)**	$ 21,840	0.2308		23.08%		$ 5,041	$ 5,041
56	**Name:**	**TBD**							
	Title:	**Health Educator (Health Education Specialist II)**	$ 39,520	1.0000		100.00%		$ 39,520	$ 39,520
57	**Name:**	**TBD**							
	Title:	**Health Educator (Health Education Specialist I)**	$ 39,520	1.0000		100.00%		$ 39,520	$ 39,520
58	**Name:**	**TBD**							
	Title:	**Dietician (Nutrition Education Specialist I)**	$ 45,760	1.0000		100.00%		$ 45,760	$ 45,760
59	**Name:**	**TBD (n=4)**							
	Title:	**Teacher/Student Aide/Assistant (Nutrition Education Activity Assistant)**	$ 145,600	0.1000		10.00%		$ 14,560	$ 14,560
60	**Name:**	**TBD**							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)**	$ 22,880	0.4561	45.61%			$ 10,436	$ 10,436
61	**Name:**	**TBD**							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)**	$ 22,880	0.3846		38.46%		$ 8,800	$ 8,800
62	**Name:**	**TBD**							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)**	$ 22,880	0.3846		38.46%		$ 8,800	$ 8,800
63	**Name:**	**TBD**							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)**	$ 22,880	0.3846		38.46%		$ 8,800	$ 8,800
64	**Name:**	**TBD**							
	Title:	**Nutritionist/Nutrition Educator/Nutrition Aide (Community Nutrition Assistant I)**	$ 22,880	0.3846		38.46%		$ 8,800	$ 8,800
65	**Name:**	**Wolff, Cindy (CSUC NFSC)[1,2]**							
	Title:	**Chief Executive Officer (Project Director)**	$ 112,320	0.1000		10.00%		$ 11,232	$ 11,232
66	**Name:**	**TBD**							
	Title:	**Administrator (e.g., Director of Programs)**	$ 56,160	1.0000		100.00%		$ 56,160	$ 56,160
		SUBTOTAL	$ 148,900,226	75.1977	538.59%	6981.17%	$ 2,924,653	$ 958,896	$ 3,883,549

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[1] Annual salary is above the maximum cap. Reduced to the cap for purposes of the budget and will bill at the cap for state and federal share.									
[2] These people are found on both the state and federal share personnel budgets.									
[3] Conducts nutrition education during lunch period, nutrition education with Nutrition Action Clubs & other students (such as Associated Student Body and other student leaders), provides nutrition education & healthy tastings at special school events, provider trainings for foodservice staff by SCNAC staff, participating with wellness committee.									
[4] Conducts nutrition education with Home Economics Regional Occupational Program students at high schools, provides nutrition education during lunch period, nutrition education with Nutrition Action Clubs & other students (such as Associated Student Body and other student leaders), provides nutrition education & healthy tastings at special school events, provider trainings for foodservice staff by SCNAC staff, participating with wellness committee.									
[5] These faculty supervise California State University Chico student interns in a variety of low-income school/community sites as well as assist with reporting and impact evaluations.									
State Share Positions:									
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.								
Chief Executive Officer	Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.								
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.								
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.								
Family Advocate	Provides nutrition education to students and their families, and recruits FSNE eligibles for group nutrition/cooking classes. Provides nutrition, physical activity and food stamp promotion resources to students and their parents.								
Food Service Worker (e.g., Director, Manager, Asst, Server, Cook)	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.)	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).								

Note: Acronyms for partner names are defined at the end of this document

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.			
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.			
Physician	Supervises professional staff including Dieticians, Nurses and Nutrition/Project Coordinators that provide nutrition education and promotes physical activity to FSNE eligibles in a variety of channels. Provides direction on strategic planning of nutrition and physical activity programs to FSNE eligible clients. In some cases, provides nutrition education to FSNE eligibles. (This does not include any medical nutrition therapy).			
Professor	Coordinates, facilitates, modifies, develops, and demonstrates lessons on nutrition and promotes physical activity for the FSNE eligible community, and students with their families. Supports nutrition education Program goals and local, regional, and statewide collaboration.			
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.			
Project Coordinator	Coordinate program staff and nutritionist 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.			
Recreation Leader	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 interventions.			
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, case studies, etc.			
School Administrator (e.g., Principal, Superintendent)	Provides oversight and coordination of the nutrition education conducted in participating classrooms of all schools.			
Teacher/Student Aide/Assistant	Assists the Nutritionists, Health Educators, and Project Coordinator with nutrition education activities and community events that promote healthy eating and physical activity for low-income families, the target population, Food Stamp recipients and other similar households. 100% direct delivery of educational services			
Teacher (preK-12 Classroom, PE, Speech, etc.)	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 Registered Dietian to train staff.			

Note: Acronyms for partner names are defined at the end of this document

Federal Share Positions:													
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.												
Chief Executive Officer	Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.												
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.												
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.												
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 system.												
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.												
Project Coordinator	Coordinate program staff and nutritionist 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.												
Recreation Leader	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 interventions.												
Teacher/Student Aide/Assistant	Assists the Nutritionists, Health Educators, and Project Coordinator with nutrition education activities and community events that promote healthy eating and physical activity for low-income families, the target population, Food Stamp recipients and other similar households. 100% direct delivery of educational services												
Translator	Translates approved curriculum and materials into Spanish or other languages. Reviews translation for cultural appropriateness. Interprets nutrition education interventions (one-on-one and group) in the community for dieticians, health educators and other.												

Note: Acronyms for partner names are defined at the end of this document

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
FRINGE BENEFITS:	$ 877,396	$ 249,311	$ 1,126,707
State Share:			
Fringe benefits rates vary by position from a low of 15% to a high of 60% for Butte County Office of Education employees. An average of 30% was used for the calculations.			
Federal Share:			
Fringe benefits rates vary by position from a low of 10% for CSUC student employees to a high of 38% for California State University, Chico employees. An average of 26% was used for the calculations.			
SUBTOTAL:	$ 877,396	$ 249,311	$ 1,126,707
OPERATING EXPENSES:	$ -	$ -	$ -
State Share:			$ -
OPT for Fit Kids Office (1311 Mangrove Ave, Ste. B)			$ -
Note: Budget based on total historical expenditures for FFY 2007 and prorated by OPT state share staff working on allowable FSNE activities with children 5 years and younger			$ -
Total OPT State Share Staff (position #s 119-124): 1.3902 FTE			$ -
Office Supplies (pens, pencils, paper, printer cartriges, binder clips, day planners, blank CDs, blank DVDs, envelopes, flash drives, postits, file folders, binders, binder tabs & inserts, pads of paper, postage, etc.) and **Copying costs @** $4,869 & **Phones** @ $899 = $5,768 $4,149 per FTE - 100% allowable FSNE activities	$ 5,768		$ 5,768
Total Ste. B Staff: 6.9269 FTE			$ -
Total OPT State Share Staff (position #s 119-124): 1.3902 FTE			$ -
% Proration: 20.06%			
Building space rental and storage @ $16,380, maintenance @ $1,701 & utilities @ $1,890 = $19,971			
Proration: $19,971 x 20.06% = $4,006	$ 4,006		$ 4,006
Butte County Dept. of Public Health (Breastfeeding Support Center)			$ -
Note: Rent is based on the Prop 10 funding "Rent & Utilities" line item which is limited to $1,470/yr.			$ -
Building Space rental 1311 Mangrove, Ste. C - State share portion of BCDPH/Breastfeeding Support Center conducting allowable FSNE activities. $13,269 plus $1,890 utilities			$ -
Calculation: sublease to BCDPH for $330.80 per month rent plus $50 per month utilities (total $380.80 applied to rent) = $4,570 annually - SCNAC pays difference of $3,030: $4,570 - $1,470 = $3,100 (see Federal Share for complete Ste. C rent picture)	$ 1,470		$ 1,470

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Federal Share:												
OPT for Fit Kids Office (1311 Mangrove Ave, Ste. B)												
Note: Budget based on total historical expenditures for FFY 2007 and prorated by OPT federal share staff working on allowable FSNE activities with children 6 years and older												
Total Ste. B Staff:					*6.9269 FTE*							
Total OPT Federal Share Staff (position #s available upon request):					*3.5629*		3.5629					
% Proration for Rent based on occupancy:					*51.44%*							
	Building space rental Ste. B and storage @ $16,380, maintenance @ $1,701 & utilities @ $1,890 = $19,971											
		Proration: $19,971 x 51.44% = $10,273									$ 10,273	$ 10,273
	Phones for 100% FSNE staff use (5 lines): $2,773										$ 2,773	$ 2,773
												$ -
SCNAC based staff (1311 Mangrove Ave, Ste. C)												
	1311 Mangrove, Ste. C Space rental $3,100 annually - federal share portion of BCDPH/Breastfeeding Support Center $10,328 annually - additional office space for 0.9904 FTE 100% FSNE staff (position #s 24, 29, 62) & storage space for items such as administrative or educational materials that are required for delivery of critical program services, nutrition education resources ie, cookbooks, handouts, binders, books etc. Total annual rent = $13,428 ($3,100 + $10,328) x 89.055% = $11,958											$ -
		Proration: rent x 89.055% ($11,958) usage plus utilities ($1,890) = $13,848 - Note: 89.055% is derived from BCDPH state share current monthly contribution ($1,470/12=$122.47) divided by anticipated monthly rent of $1,119=10.95%; 100%-10.95%=89.055%									$ 13,848	$ 13,848
Campus-based Staff (25 Main St.)												
Note: Budget based on total historical expenditures for FFY 2007 and prorated by campus-based FSNE staff plus the equivalent of 3 FTE volunteers working on allowable FSNE activities, less "Teachers/Student Aides/Assistants" (i.e., site personnel).												
Total Main St. Office Staff:					*21.7253 FTE*		*21.7253*					
Total Main St. Office FSNE Staff (FS position #s: available upon request)					*21.3253 FTE*		*21.3253*					
% Proration					*98.16%*							
	Phones for staff use (17 lines) and computer ethernet connection (23 lines) monthly charges: $7,446											$ -
		Proration: total office budget x 98.16% proration = $7,309									$ 7,309	$ 7,309
	Copying for administrative use (forms for office use, i.e. documentation, personnel, etc.): $10,677											$ -
		Proration: total office budget x 98.16% proration = $10,481									$ 10,481	$ 10,481
Office Supplies purchased for all locations (1311 Mangrove Ave., Stes. B&C, and 25 Main St.)												
pens, pencils, paper, printer cartriges, binder clips, day planners, blank CDs, blank DVDs, envelopes, flash drives, postits, file folders, binders, binder tabs & inserts, pads of paper, postage, etc.. Budget based on total historical expenditures for FFY 2007: $32,296												
Total Office Staff for whom supplies are purchased:					*29.5711 FTE*		*29.6426*					
Total Office FSNE Staff					*25.8787 FTE*		*25.8787*					
% Proration					*87.30%*							
		Proration: total office supply budget $32,296 x 87.30% proration = $28,194									$ 28,194	$ 28,194
										SUBTOTAL:	$ 11,244	$ 72,878	$ 84,122

Note: Acronyms for partner names are defined at the end of this document

EQUIPMENT EXPENSES:												
State Share:										$ -	$ -	$ -
Federal Share:												$ -
		2 Dell Latitude laptops @ $1,650 each. One (1) laptop for Karen Goodwin @ 0.8 FTE and > 70% in the field. One (1) laptop to be shared by Kristin Gruneisen @ 0.8 FTE and > 40% in the field and Emily Ruffner @ 0.38 FTE and >50% in the field. The latter computer will replace an existing laptop older than 4 years old, DHS #C2020227. Both laptops will be used to conduct business from the field and/or for nutrition education presentations.*							$ 3,300	$ 3,300
		2 desks and 2 chairs to replace existing surplus and ergonomically-incorrect furniture used by Jim Coyle at 0.7 FTE & Kristin Gruneisen at 0.8 FTE each (desk $550 ea, chair $120 ea). In addition, 1 file cabinet and 1 bookshelf to accommodate growth of nutrition education materials ($120 ea.) .							$ 1,580	$ 1,580
		2 Dell Optiplex desktop computers @ $1350 each, as replacements for computers older than 4 years old, DHS tag #C2019010, #C2019004. One to be used by Cheryl Guinotte 1.0 FTE (FS position #33) and the other to be shared between Amy Cahill 0.50 FTE (SS position #120, FS position #10) and Emily Ruffner 0.385 FTE (FS position #48).Computer will be used only for FSNE work.*							$ 2,700	$ 2,700
		5 DVD Mintek 8.5" Portable DVD Players @ $161.00 ea. to play nutrition education DVDs to FSNE eligibles at Oroville High schools and low income housing project sites. Aligns with SOW Objective 2 and Objective 4.							$ 805	$ 805
		1 file cabinet @ $120 for archiving additional SCNAC documentation (personnel, purchasing, tracking)							$ 120	$ 120
		One (1) Kodak Z710 7.1MP 2.0" 10x Optical 50x Total & Bonus ATP 2GB SD Card Movie Mode with Sound 32MB Internal Memory digital camera for documentation of SCNAC activities at Red Bluff which does not currently have a camera . Aligns with all SOW Objectives as an evaluation tool.							$ 250	$ 250
		4 desks and 4 chairs for new full time staff (positions #56, #57, #58, #66) @ $550 per desk and $120 per chair. In addition, 4 file cabinet @ $120 ea. and 4 bookshelf @ $120 ea. for the same new staff.							$ 3,640	$ 3,640
		4 Dell Optiplex desktop computers @ $1350 each for new staff positions #56 (1.0 FTE), #57 (1.0 FTE), #58 (1.0 FTE) and #66 (1.0 FTE)*							$ 5,400	$ 5,400
		2 Dell Optiplex desktop computers @ $1350 to be shared by new part time staff positions #67, #68, #69, #70, #71 @ a combined 2.0 FTE*							$ 2,700	$ 2,700
		2 projectors @ $529 each to connect to portable DVD players listed above to project NE DVDs for FSNE eligible groups at high school sites							$ 1,058	$ 1,058
								SUBTOTAL:	$ -	$ 21,553	$ 21,553
		*The Network will not reimburse for laptops until Contractors can verify that they have adequate data encryption software on their									
		laptops and have submitted a signed 'Contractor Moblie Device Policies, Procedures, and Guidelines' Agreement"									
TRAVEL AND PER DIEM:									$ -		$ -
State Share:											
Mileage to conduct Nutrition Education Activities (1,980 miles at 50.5 cents per mile)									$ 1,000		$ 1,000

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Mileage estimates are based on staff FFY 2007 travel claims.													
Federal Share:													
Purpose of all Network Sponsored travel is to meet the SOW infrastructure objective.													
Conference Travel Codes			**Code**										
Childhood Obesity Conference 2009			COC										
Spring Shape Meeting (SHP)			SHP										
Impact Evaluation Training			IET										
CPNS Sponsored Training (Media etc.)			CST										
Regional Nutrition Network Training #1			RN1										
Regional Nutrition Network Training #2			RN2										
Staff Name & Position #			**Code**	**# Days**	**Reg. Fee**	**Airfare**	**Total Per Diem**	**Total Lodgin**	**RT Mileage**		**Total SS**	**Total FS**	
10. Amy Cahill			ANC	1	$ 175	$ -	$ 40	$ 145	carpool		$ -	$ 360	$ 360
9. Michelle Buran			ANC	1	$ 175	$ -	$ 40	$ 145	carpool		$ -	$ 360	$ 360
18. Jenni Dye			ANC	1	$ 175	$ -	$ 40	$ 145	carpool		$ -	$ 360	$ 360
20. Amie Eisenhut			ANC	1	$ 175	$ -	$ 40	$ 145	carpool		$ -	$ 360	$ 360
27. Mary Godinez			ANC	1	$ 175	$ -	$ 40	$ 145	carpool		$ -	$ 360	$ 360
28. Karen Goodwin			ANC	1	$ 175	$ -	$ 40	$ 145	carpool		$ -	$ 360	$ 360
29. Kristen Gruneisen			ANC	1	$ 175	$ -	$ 40	$ 145	carpool		$ -	$ 360	$ 360
30. Cheryl Guinotte			ANC	1	$ 175	$ -	$ 40	$ 145	$ 87		$ -	$ 447	$ 447
31. Michelle Harris (coming from Siskiyou County)			ANC	1	$ 175	$ -	$ 40	$ 145	$ 194		$ -	$ 554	$ 554
35. Wendy Kaplan			ANC	1	$ 175	$ -	$ 40	$ 145	$ 87		$ -	$ 447	$ 447
37. Erin McCarthy			ANC	1	$ 175	$ -	$ 40	$ 145	$ 87		$ -	$ 447	$ 447
40. Regina Munster			ANC	1	$ 175	$ -	$ 40	$ 145	$ 87		$ -	$ 447	$ 447
52. Carol Welty			ANC	1	$ 175	$ -	$ 40	$ 145	$ 87		$ -	$ 447	$ 447
154. Cindy Wolff			ANC	1	$ 175	$ -	$ 40	$ 145	$ 87		$ -	$ 447	$ 447
30/18. Cheryl Guinotte/ Jenni Dye will carpool			RN1						$ 70			$ 70	$ 70
31/20. Michelle Harris/ Amie Eisenhut will carpool			RN1						$ 70			$ 70	$ 70
32/27/65. Wendy Kaplan/ Mary Godinez/ TBD will carpool			RN1						$ 70			$ 70	$ 70
37/28. Erin McCarthy/ Karen Goodwin will carpool			RN1						$ 70			$ 70	$ 70
40/29. Regina Munster/ Kristen Gruneisen will carpool			RN1						$ 70			$ 70	$ 70
52/9. Carol Welty/ Michele Buran will carpool			RN1						$ 70			$ 70	$ 70
63/64. TBD/TBD will carpool			RN1						$ 70			$ 70	$ 70

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	154/10. Cindy Wolff / Amy Cahill will carpool	RN2						$ 39		$ 39	$ 39
	30/18. Cheryl Guinotte/ Jenni Dye will carpool	RN2						$ 39		$ 39	$ 39
	31/20. Michelle Harris/ Amie Eisenhut will carpool	RN2						$ 39		$ 39	$ 39
	35/27/65. Wendy Kaplan/ Mary Godinez/ TBD will carpool	RN2						$ 39		$ 39	$ 39
	37/28. Erin McCarthy/ Karen Goodwin will carpool	RN2						$ 39		$ 39	$ 39
	44/32. Regina Munster/ Kristen Gruneisen will carpool	RN2						$ 39		$ 39	$ 39
	52/9. Carol Welty/ Michele Buran will carpool	RN2						$ 39		$ 39	$ 39
	63/64. TBD/TBD will carpool	RN2						$ 39		$ 39	$ 39
	154/10. Cindy Wolff/ Amy Cahill will carpool	SHP		$ 30				$ 70		$ 100	$ 100
	29/18. Kristen Gruneisen/ Jenni Dye will carpool	SHP		$ 30				$ 70		$ 100	$ 100
	30/20. Cheryl Guinotte/ Amie Eisenhut will carpool	SHP		$ 30				$ 70		$ 100	$ 100
	31/27. Michelle Harris/ Mary Godinez will carpool	SHP		$ 30				$ 70		$ 100	$ 100
	38/28. Wendy Kaplan/ Karen Goodwin will carpool	SHP		$ 30				$ 70		$ 100	$ 100
	37/65. Erin McCarthy/TBD will carpool	SHP		$ 30				$ 70		$ 100	$ 100
	40. Regina Munster	SHP		$ 15				$ 70		$ 85	$ 85
	52/9. Carol Welty/ Michele Buran will carpool	SHP		$ 30				$ 70		$ 100	$ 100
	63/64. TBD/TBD will carpool	SHP		$ 30				$ 70		$ 100	$ 100
											$ -
Mileage to conduct Nutrition Education Activities											$ -
	BCDPH/ BSC Miscellaneous travel - to conduct home visits, to attend SCNAC meetings, etc. (56 mi RT* 1 trips/week* 37 weeks/year *0.505)									$ 1,046	$ 1,046
	BCOE Miscellaneous travel - to various sites, to attend SCNAC meetings, etc. (avg. 56 mi RT* 2.5 trips/week* 37 weeks/year *0.505)									$ 2,616	$ 2,616
	Biggs Unified School District (80 mi RT*1 trip/week* 37 weeks/year *0.505)									$ 1,495	$ 1,495
	Nord Charter School (15 mi RT*0.5 trips/week* 52 weeks/year *0.505)									$ 197	$ 197
	Chico Unified School District (25 mi RT*5 trips/week* 52 weeks/year *0.505)									$ 3,283	$ 3,283
	Colusa Indian Community Council (90 mi RT*0.25 trips/week* 52 weeks/year *0.505)									$ 591	$ 591
	Colusa Unified School District (100 mi RT*0.5 trips/week* 37 weeks/year *0.505)									$ 934	$ 934
	Corning Union Elementary School District (56 mi RT*2 trips/week* 37 weeks/year *0.505)									$ 2,093	$ 2,093
	Feather River Tribal Health (48 mi RT*0.5 trips/week* 52 weeks/year *0.505)									$ 630	$ 630
	Gridley Unified School District (70 mi RT*1 trip/week* 45 weeks/year *0.505)									$ 1,591	$ 1,591
	Hamilton City Unified School District (20 mi RT*2 trips/week* 37 weeks/year *0.505)									$ 747	$ 747
	Marysville Unified School District (90 mi RT*1 trip/week* 37 weeks/year *0.505)									$ 1,682	$ 1,682

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	Mechoopda (10 mi RT*0.25 trips/week* 48 weeks/year *0.505)											$ 61	$ 61
	Modoc County Public Health (avg 26 mi RT * 1 trip/week * 52 weeks/year *0.505)											$ 683	$ 683
	Mooretown Rancheria (54 mi RT*1 trip/week* 52 weeks/year *0.505)											$ 1,418	$ 1,418
	Northern Valley Indian Health (70 mi RT*0.25 trips/week* 48 weeks/year *0.505)											$ 424	$ 424
	Orland Unified School District (40 mi RT*1 trip/week* 37 weeks/year *0.505)											$ 747	$ 747
	Oroville City Elementary School District (53 mi RT*3.5 trips/week* 37 weeks/year *0.505)											$ 3,466	$ 3,466
	Oroville Union High School District (70 mi RT*2 trips/week* 37 weeks/year *0.505)											$ 2,616	$ 2,616
	Palermo Union School District (80 mi RT*3 trips/week* 37 weeks/year *0.505)											$ 4,484	$ 4,484
	Paradise Unified School District (58 mi RT*2 trips/week* 39 weeks/year *0.505)											$ 2,285	$ 2,285
	Red Bluff High School (80 mi RT*0.5 trips/week* 37 weeks/year *0.505)											$ 747	$ 747
	Thermalito Union School District (60 mi RT*1.5 trips/week* 37 weeks/year *0.505)											$ 1,682	$ 1,682
	Willows Unified School District (70 mi RT*1.5 trips/week* 37weeks/year *0.505)											$ 1,962	$ 1,962
	Siskiyou First Five (400 mi RT* 1 trip/week* 4 weeks/year *0.505)											$ 808	$ 808
	Miscellaneous travel - Consortium Building, meetings, etc. (50 mi RT* 0.25 trips/week* 48 weeks/year *0.505)											$ 303	$ 303
	Los Molinos USD (60 mi RT*0.5 trips/week* 37 weeks/year *0.505)											$ 561	$ 561
	Red Bluff ESD (80 mi RT*0.5 trips/week* 37 weeks/year *0.505)											$ 747	$ 747
	SisCOE (400 mi RT* 2 trips/week* 6 weeks/year *0.505)											$ 2,424	$ 2,424
	TCOE (80 mi RT*2 trips/week* 37 weeks/year *0.505)											$ 2,990	$ 2,990
	GCOE (70 mi RT*1.5 trips/week* 37weeks/year *0.505)											$ 1,962	$ 1,962
										SUBTOTAL:	$ 1,000	$ 54,710	$ 55,710

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											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
SUBCONTRACTORS:											$ -	$ -	$ -
State Share:													
Federal Share:													
		Farmer in the Classroom (Lundberg)										$ 1,000	$ 1,000
		Five visits @ $200 per visit (5 classes per visit) using the Farmer in the Classroom program reaching 80 to 160 K-12th grade level children. Local farmers will provide produce from their farm for the children to taste and share interesting elements of farming as it relates to nutrition education											
		Farmer in the Classroom (T.J. Farms)										$ 1,000	$ 1,000
		Five visits @ $200 per visit (5 classes per visit) using the Farmer in the Classroom program reaching 80 to 160 K-12th grade level children. Local farmers will provide produce from their farm for the children to taste and share interesting elements of farming as it relates to nutrition education											
		Iris Software, Inc. - Web Designer											
		60 hours @ $50/hr for website design/update/maintenance for nutrition education, physical activity and nutrition assistance program information, billing to be for FSNE website work only.										$ 3,000	$ 3,000
		Fruit & Veggie Bunch											
		Between $25 and $75 per assembly. ($75 1st assembly, $25 if 2nd, $50 each additional school - avg. $50/assembly). Eight assemblies for ten districts - students dressed in fruit and veggie costumes provide song and dance on why eating more fruits and vegetables and being more physically active is important.										$ 4,000	$ 4,000
		Butte County Department of Public Health (BCDPH) - Coordinate community education classes for food stamp eligible pregnant & postpartum women regarding the nutritional needs of their infants & themselves. Will provide face to face promotion, education and assistance to at least 20 breastfeeding women and their infants. BCDPH provides FSNE eligible new mothers with nutrition education for the promotion of breastfeeding; WIC and healthcare providers refer women for program assistance. Collaboration with WIC staff is ongoing for all breastfeeding promotional activities. CSUC-RF will only enhance nutrition education related activities with breastfeeding promotion that WIC provides to FSNE eligibles. Please note there is no State or Federal Share match for WIC as part of the CSUC-RF contract nor is any form of medical nutrition therapy or secondary prevention included as part of contract activities.										$ 9,600	$ 9,600
		Butte County Office of Education (BCOE) - Will provide nutrition education for food stamp eligible parents, preschoolers, and preschool staff, and support community nutrition education outreach events										$ 78,202	$ 78,202

Note: Acronyms for partner names are defined at the end of this document

		Feather River Hospital (Breastfeeding Support Center) - Coordinate community education classes for food stamp eligible pregnant & postpartum women regarding the nutritional needs of their infants & themselves. Will provide face to face promotion, education and assistance to at least 35 breastfeeding women and their infants. Feather River Breastfeeding Support Center provides FSNE eligible new mothers with nutrition education for the promotion of breastfeeding at their center and during home visits; WIC and healthcare providers refer women for program assistance. Collaboration with WIC staff is ongoing for all breastfeeding promotional activities. CSUC-RF will only enhance nutrition education related activities with breastfeeding promotion that WIC provides to FSNE eligibles. Please note there is no State or Federal Share match for WIC as part of the CSUC-RF contract nor is any form of medical nutrition therapy or secondary prevention included as part of contract activities.					$ 15,455	$ 15,455
		Northern Valley Indian Health (NVIH) - Will oversee nutrition education and physical activity promotion at NVIH sites in Butte & Glenn Counties and assist in the coordination and implementation of nutrition education and PA promotional events for NVIH					$ 38,229	$ 38,229
		Chico Unified School District (CUSD) - Will provide nutrition education for FSNE eligible mothers and their preschool children, K-12 students and for community outreach events. At the K-12 level, organize student run Nutrition Action Councils that will provide nutrition education for peers including "Harvest of the Month" (HOM) materials in school newsletters and bulletin boards; coordinate a poster design contest that promotes healthy eating and related school-based nutrition education activities.					$ 36,867	$ 36,867
		Modoc County Public Health Department (Modoc) - Will oversee nutrition education and physical activity promotion at eligible sites in Modoc County and assist in the coordination and implementation of nutrition education and PA promotional events for that area.					$ 13,060	$ 13,060
		Mission Nutrition						
		Between $25 and $75 per assembly. ($75 1st assembly, $25 if 2nd, $50 each additional school - avg. $50/assembly). Eight assemblies for ten districts - students dressed in fruit and veggie costumes provide song and dance on why eating more fruits and vegetables and being more physically active is important.					$ 4,000	$ 4,000
		Marysville Joint Unified School District (MUSD) - Wellness Coordinator ($45/hr. @ .3993 FTE), Lori Rainwater, will provide HOTM program to at least 700 students , 5 - 18 years old, on a monthly basis for nine months. Lori Rainwater will also provide nutrition education to parents of these students with HOTM parent newsletters.					$ 52,917	$ 52,917
					SUBTOTAL:	$ -	$ 257,330	$ 257,330

Note: Acronyms for partner names are defined at the end of this document

OTHER COSTS:											$ -	$ -	$ -
Note: Current FSNE eligible numbers by site are kept on file.													
* 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.													
State Share:													$ -
		Modoc County Public Health Department											$ -
		Supplies for healthy taste testings (including disposables) to 1500 FSNE eligibles @ $0.40 each									$ 600		$ 600
		Administrative or educational materials that are required for delivery of critical program services (health fairs, presentations, etc.) to 100 FSNE eligibles @ not more than $4 each									$ 400		$ 400
													$ -
													$ -
Federal Share:													$ -
		Harvest of the Month nutrition education to 40,874 FSNE eligibles (20,437 students and 20,437 parents) HOTM posters featuring nutrition promotion information on HOTM Cycle 2 produce @ $4.00 each x 56 sites x 9 months per year; HOTM student booklets @ $1.50 each x 20,437 students (1 per year). HOTM Educator Newsletter @ $0.44 each x 939 teachers x 9 months per year; HOTM flyers/calendars @ $0.11 each x 939 teachers x 12 (9 months +3 quarters) per year; Parent Newsletter @ $0.22 each x 20,437 parents x 9 months per year. HOTM Bookmarks to 8,000 students @ $0.06 x 9 months per year, HOTM Taste Testings to 20,437 FSNE eligible students. HOTM Avg. taste testing cost per student (produce and serving items) @ $0.20 each x 20,437 students x 9 months per year; HOTM stickers to 20,437 students @ $0.02 each students x 9 months per year; Farmer of the Month flyers to 939 teachers @ $0.11 each x 9 months per year.										$ 123,810	$ 123,810
		Treats for Trade NE promotion to 24,816 FSNE eligibles (12,408 students/12,408 parents) Educator Newsletters @ $0.08 each x 557 teachers; Parent Newsletters @ $0.07 each x 12,408 parents; Plastic sign holder @ $2.95 each x 28 sites; administrative or educational materials that are required for delivery of critical program services @ $0.67 each x 12, 408 students. [All receive each 1 time per year]									$ 9,309	$ 9,309	$ 9,309
		Power Mystery NE promotion to 3,643 FSNE eligible students. Educator Newsletters @ $0.22 each x 160 teachers x 9 months per year; Student ballots @ $0.05 each x 3,643 students x 9 months per year; Administrative or educational materials that are required for delivery of critical program services @ $4.00 each (10 per school site) x 8 sites x 9 months per year.										$ 4,836	$ 4,836
		Breakfast & Lunch promotions which emphasize the importance of a healthy breakfast and lunch to 30,686 FSNE eligibles (15,343 students/15,343 parents) Breakfast Promotion for nutrition education including parents and students @ $0.38 each x 30,686 individuals reached; Student food preference surveys printed @ $0.06 each x 15,343 students; Educator Newsletters @ $0.22 each x 594 teachers. Lunch Promotion for nutrition education including parents and students @ $0.30 x 30,686; Student food preference surveys printed @ $0.06 each x 15,343; Educator Newsletters @ $0.22 each x 594 teachers.										$ 22,969	$ 22,969
		Nutrition Education materials for PA promotions to 1,030 new FSNE eligible 9th graders @ $3.25 per item.										$ 3,348	$ 3,348

Note: Acronyms for partner names are defined at the end of this document

		Family Book Program, nutrition education to 1,080 K-3 FSNE eligibles that have not previously participated in or received book bags (540 students/540 parents.) The Family book program consists of reusable family bags that contain nutrition related books, recipes, nutrition education handouts for parents and children and a one-page survey for parent to complete; each family returns everything except the nutrition handout and healthy recipe. During FFY09 this funding will allow for expansion of the Family Book Bag Program to new parents and students in classrooms or school sites that did not previously participate. Unit Cost per book bag is $46.35 each @ 642 book bags for 12 sites. Contents of each family book bag program are: 5 nutrition related books @ $5.00 each; each bag @ $2.10, 5 fruit and veggie seedie characters @ $2.75 each, printing costs @ 4.00 for parent comment form, recipe cards and trading cards for the students with nutrition information and action oriented tips. Parent brochures and pencils $1.50 per bag.			$ 29,757	$ 29,757

		Administrative or educational materials that are required for delivery of critical program services at an average cost of $0.75 each, not to exceed the $4.00 each maximum to 22,787 FSNE eligibles (students and parents) and teachers.									$ 17,090	$ 17,090
		Taste Testings (not HOTM) to 8,980 FSNE eligible students/parents/teachers. Taste Testings @ $0.67 each x 8,980 FSNE eligibles and for "training the trainers"; plus $5.42 per event x 157 tasting events for disposable supplies									$ 6,868	$ 6,868
		Nutrition Educational Materials (books and DVDs) to be presented (and retained by health educators) to FSNE families (410 FSNE eligible parents and children): during home visits at a cost of $644.75; nutrition education materials for high schools @ $293.00 @ 6 sites; nutrition education for library promotions @ $206.96 x 48 sites; nutrition education materials for elementary and middle schools @ $51.51 X 41 sites; nutrition education for nurses offices @ $470 x 10 sites; 3 nutrition education brochures @ $0.48 each for 300 eligible parents of young children at community based centers, clinics and organizations and during home visits.									$ 19,581	$ 19,581
		Cooking cart supplies (toaster ovens, hand mixers, crock pots, rolling cooking carts w/ misc. utensils) for one Gridley school site and two MUSD school sites									$ 1,200	$ 1,200
		Posters for promotions such as Treats for Trade (35 sites x 1/year), Power Mystery, Lucky Tray Day, Caught Eating Good (15 sites x 2/year), Breakfast and Lunch Promotions (44 sites x 2/year); Nutrition Education based walking programs (60 school and community sites x 2 per site/year) @ $4.00 per poster								$ 1,092	$ 1,092	$ 1,092
		Nutrition Educational Materials for Walking Programs for 11,620 FSNE eligibles (students 5810/parents 5810). Parent flyers @ $0.11 each x 5810 parents; Student activity and nutrition intake logs included with MyPyramid nutrition education @ $0.11 x 5810 students									$ 1,278	$ 1,278
		Miscellaneous supplies for conducting approved NE promotions: package of latex balloons per site ($5.00 pkg * 49 sites * 2 promotions per year), Banners to promote nutrition and PA promotions with nutrition education @ $200.00 per banner x 18 sites.									$ 4,090	$ 4,090
		Other Supplies such as 10 storage boxes for administrative or educational materials that are required for delivery of critical program services @ $10.00 each, 10 replacement rolling cart organizers @ $32.00 each, 10 blenders for taste testings @ $50.00 each (Bulletin board materials @ $12.50 for 48 school sites ($600). Paint for murals at 2 elementary schools in Corning and 1 elementary school in Willows ($320), Glaze (to provide long term protection) for 3 tile murals at CUSD schools ($300).									$ 2,140	$ 2,140
		Cooking Cart DVDs (Food Safety, Cooking, Nutrition Education) @ $20.00 each x 60 sites.									$ 1,200	$ 1,200
		Nutrition Education Art Kits (e.g. fabric paint, etc. for nutrition art projects) @ $12.50 each x 44 sites									$ 550	$ 550
		PA Promotions with Nutrition Education to 17,637 FSNE eligibles (11 sites, 817 teachers, 17,637 parents, 17,637 students); Spring into Action Kits for SCNAC staff to use for Physical Activity Promotion alongside a Nutrition Education lesson @ an average cost of $251.09 each x 11 sites; Educator Newsletters @ $0.11 each x 819 teachers x 2 per year; parent flyers @ $0.22 each x 17,637 parents x 2 per year; student flyers @ $0.11 each x 17,637 students x 2 per year; nutrition education posters and banners @ $4.00 each x 49 sites; administrative or educational materials that are required for delivery of critical program services @ $0.40 each x 17,637 students; Nutrition Education music CDs @ $4.00 each x 100 teachers								$ 22,233	$ 22,233	$ 22,233
		Assemblies to 2000 FSNE eligibles (students, teachers, parents): administrative or educational materials that are required for delivery of critical program services (e.g. , frisbees, etc with nutrition message) @ $0.75 each x 2000 students; healthy taste testings (food and serving items) @ $0.67 each x 2000 total students, teachers, parents.									$ 2,840	$ 2,840
		Native American (NA) Nutrition Education Promotions - administrative or educational materials that are required for delivery of critical program services @ $2.00 each x 500 eligibles x 12 per year; HOTM and Nutrition Education posters for 12 NA sites @ $4.00 each x 19 times per year; healthy taste testings (food and serving items) provided to 510 FSNE eligibles @ $1.50 each x 12/year plus taste testings at special events to a total of 1,000 FSNE eligibles at $1.50 per tasting x 3 events per year; nutrition education materials (to include NE games, NE curricula, and interactive NE materials e.g. DVDs, dipslays, etc. to remain at sites for use by approximately 1,000 NA FSNE eligibles) at 12 sites x 3 times per year at a cost of $150 each site; Water labels with Network approved nutrition education message targeted to NA FSNE population placed on water bottles, pro-rated for label only at $0.90 each x 1500 x 3 times per year. No water will be purchased.								$ 36,042	$ 36,042	$ 36,042

Note: Acronyms for partner names are defined at the end of this document

SUBTOTAL:	$ 1,000	$ 310,233	$ 311,233

Note: Acronyms for partner names are defined at the end of this document

INDIRECT COSTS:													
State Share:			Note: Indirect cost rates vary between 3% and 31% depending on the SCNAC partnering agency. We have used an average of 13% based on current year. In most cases, indirect costs were calculated on total direct costs. In the case of the CSU, Chico Research Foundation, indirect costs are calculated on modified total direct costs. The Research Foundation's state share contribution in the form of unclaimed indirect costs is based on the difference between 15% charged as Nutrition Network's federal share on total direct costs and the Foundation's federally negotiated rate of 18% rate on modified total direct costs. This difference is $43,944 and is being contributed by the Research Foundation as state share. The CSU, Chico Research Foundation is also contributing their indirect costs of $19,355 on OPT For Fit Kids which reflects the difference between the 10% indirect allowed and the Research Foundation's standard indirect rate of 24% on non-federal projects. Link to Foundation's indirect rate information: www.csuchico.edu/resp/osp/ospfacts.shtml						$ 559,287		$ 559,287
Federal Share:		_15_%* Total Direct Costs $1,924,910 (will only request reimbursement on the first $25K of each subcontract for three year contract term)									$ 259,627	$ 259,627
		*15% rate negotiated with CSU, Chico Research & Sponsored Programs						**SUBTOTAL:**	$ 559,287	$ 259,627	$ 818,914
		www.csuchico.edu/resp/projadm/policies/farateagr.pdf									
TOTAL									**$ 4,374,580**	**$ 2,184,537**	**$ 6,559,117**

Note: Acronyms for partner names are defined at the end of this document

Acronym Listing with Partner Name

Partner Acronym	Partner Name
Biggs	Biggs Unified School District
BCDPH/ BSC	Butte County Department of Health Breastfeeding Support Center
BCCFC	Butte County children and families commission
BCDPH	Butte County Department of Public Health
BCOE	Butte County Office of Education
CUSD	Chico Unified School District
CICC	Colusa Indian Community Council
Colusa USD	Colusa Unified School District
Corning	Corning Union Elementary School District
Enterprise Rancheria	Enterprise Rancheria
FRTH	Feather River Tribal Health
Four Winds	Four Winds School
GCOE	Glenn County Office of Education
Gridley	Gridley Unified School District
Hamilton City	Hamilton City Union Elementary School District
CSUC HCSV	CSUC Health and Community Services Department
LMUSD	Los Molinos Unified School District
MUSD	Marysville Unified School District
Mechoopda	Mechoopda
MCDPH	Modoc County Public Health Department
Mooretown	Mooretown Rancheria
NVIH	Northern Valley Indian Health Mechoopda Indian Tribe
CSUC NFSC	CSUC Nutrition and Food Science Program
CSUC NURS	CSUC School of Nursing
Orland	Orland Unified School District
Oroville Elm	Oroville City Elementary School District
Oroville High	Oroville Union High School District
OPT	OPT For Fit Kids
Palermo	Palermo Union School District
Paradise	Paradise Unified School District
CSUC RECR	CSUC Recreation and Parks Management Program
RBUESD	Red Bluff Union Elementary School District
Red Bluff	Red Bluff High School
SisCOE	Siskiyou County Office of Education
Siskiyou	Siskiyou First Five
TDOE	Tehama County Department Of Education
CSUC SOCI	CSUC Sociology Department
Thermalito	Thermalito Unified School District
Willows	Willows Unified School District

Note: Acronyms for partner names are defined at the end of this document

*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.

Note: Acronyms for partner names are defined at the end of this document

SUBCONTRACT BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Subcontractor: Butte County Department of Public Health

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage % FTE Administrati	5. Percentage % FTE Direct	6.State share	7. Federal share	Dollars (state + federal Dollars)
State share Positions							
1)							
2)							
3)							
Federal share Positions							
1) TBD	$61,360	0.1031		10.31%		$6,326	$6,326
Nurse/Nurse Supervisor/Nurse Aide RN (Public Health Nurse)							
2)							
3)							

POSITION DESCRIPTION:

State share Positions	
1)	
2)	
3)	
Federal share Positions	
1) **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
2)	
3)	

EXPENSE SUMMARY:	State share	Federal share	Total
A. PERSONNEL SALARIES TOTAL:		**$6,326**	**$6,326**
B. FRINGE BENEFITS:			
State share:			
Federal share:			
Averaging 37.96% of Personnel Costs, no individual's rate to exceed 42%		**$2,401**	**$2,401**
C. OPERATING EXPENSES:			
State share:			
Federal share:			
D. EQUIPMENT EXPENSES:			
State share:			
Federal share:			
E. TRAVEL AND PER DIEM:			
State share:			
Federal share:			

F. SUBCONTRACTORS:			
State share:			
Federal share:			
G. OTHER COSTS:			
State share:			
Federal share:			
H. INDIRECT COSTS:			
State share:			
Federal share:			
10% of Total Direct Costs		**$873**	**$873**
I. TOTAL EXPENSES:		**$9,600**	**$9,600**

Contractor's Name: CSUC Research Foundation - SCNAC
Contract Number: 07-65309

SUBCONTRACT BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Subcontractor: Butte County Office of Education

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage % FTE Administrative	5. Percentage % FTE Direct Delivery	6.State share	7. Federal share	8. Total Dollars (state + federal Dollars)
State share Positions							
1)							
2)							
3)							
Federal share Positions							
1) Mantle, JoJo	$48,152	0.4183		41.83%		$20,142	$20,142
Project Coordinator (Program Specialist)							
2) Ruffner, Emily	$36,566	0.2091		20.91%		$7,646	$7,646
Project Coordinator (Program Specialist)							
3) Moran, Graciella	$30,077	0.1673		16.73%		$5,032	$5,032
Nutritionist/Nutrition Educator/Nutrition Aide							
4) Rizzo, Susan	$34,278	0.1875	18.75%			$6,427	$6,427
Office Manager/Secretary/Admin Asst (Administration Assistant)							
5) TBD	$46,883	0.1673	16.73%			$7,844	$7,844
Administrative Coordinator (Program Manager)							
Subtotal	$195,956	1.1495	35.48%	79.47%		$47,091	$47,091

POSITION DESCRIPTION:

State share Positions	
1)	
2)	
3)	
Federal share Positions	
Project Coordinator 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 administratvie or educational materials that are required for delivery of critical program services; to promote existing and/or to develop new physical activity integrated into 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.
Nutritionist/Nutrition Educator/Nutrition Aide 3)	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 administrative or educational materials that are required for delivery of critical program services, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reports and tracking system.
Office Manager/Secretary/Admin Asst 4)	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.
Administrative Coordinator 5)	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 collects documentation, prepares progress reports

EXPENSE SUMMARY:	State share	Federal share	Total
A. PERSONNEL SALARIES TOTAL:		$47,091	$47,091
B. FRINGE BENEFITS: State share: Federal share: Approximately 51 to 62% of Personnel		$25,439	$25,439
C. OPERATING EXPENSES: State share: Federal share:			
D. EQUIPMENT EXPENSES: State share: Federal share:			
E. TRAVEL AND PER DIEM: State share: Federal share:			
F. SUBCONTRACTORS:			

State share: Federal share:			
G. OTHER COSTS: State share: Federal share:			
H. INDIRECT COSTS: State share: Federal share: 7.82% of Direct Costs		**$5,672**	**$5,672**
I. TOTAL EXPENSES:		**$78,202**	**$78,202**

Contractor's Name: CSUC Research Foundation - SCNAC
Contract Number: 07-65309

SUBCONTRACT BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Subcontractor: Feather River Hospital Breastfeeding Support Center

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage % FTE Administrative	5. Percentage % FTE Direct Delivery	6.State share	7. Federal share	8. Total Dollars (state + federal Dollars)
State share Positions							
1)							
2)							
3)							
Federal share Positions							
1) TBD	$62,400	0.1615		16.15%		$10,078	$10,078
Nurse/Nurse Supervisor/Nurse Aide RN (Public Health Nurse)							
2)							
3)							

POSITION DESCRIPTION:

State share Positions	
1)	
2)	
3)	
Federal share Positions	
1) **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).
2)	
3)	

EXPENSE SUMMARY:	State share	Federal share	Total
A. PERSONNEL SALARIES TOTAL:		$10,078	$10,078
B. FRINGE BENEFITS:			
State share:			
Federal share:			
Averaging 39.41% of Personnel Costs, no individual's rate to exceed 42%		$3,972	$3,972
C. OPERATING EXPENSES:			
State share:			
Federal share:			
D. EQUIPMENT EXPENSES:			
State share:			
Federal share:			
E. TRAVEL AND PER DIEM:			
State share:			
Federal share:			
F. SUBCONTRACTORS:			
State share:			

Federal share:			
G. OTHER COSTS:			
State share:			
Federal share:			
H. INDIRECT COSTS:			
State share:			
Federal share:			
10% of Total Direct Costs		**$1,405**	**$1,405**
I. TOTAL EXPENSES:		**$15,455**	**$15,455**

Contractor's Name: CSUC Research Foundation - SCNAC
Contract Number: 07-65309

SUBCONTRACT BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Subcontractor: Northern Valley Indian Health

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage % FTE Administrative	5. Percentage % FTE Direct	6.State Share	7. Federal Share	8. Total Dollars (state + federal Dollars)
State Share Positions							
1)							
2)							
3)							
Federal Share Positions							
1) Tanisha Gammell	$30,554	0.3000		30.00%		$9,166	$9,166
Community Outreach Worker/Community Liaison (Community Health Worker)							
2) Sandra Burrows	$26,252	0.3000		30.00%		$7,876	$7,876
Community Outreach Worker/Community Liaison (Community Health Worker)							
3) Marge Wilson	$26,252	0.2703		27.03%		$7,096	$7,096
Community Outreach Worker/Community Liaison (Community Health Worker)							
Subtotal	$83,058	0.8703	0.00%	87.03%		$24,138	$24,138

POSITION DESCRIPTION:

State Share Positions	
1)	
2)	
3)	
Federal Share Positions	
1,2,3) **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.

EXPENSE SUMMARY:	State Share	Federal Share	Total
A. PERSONNEL SALARIES TOTAL:		**$24,138**	**$24,138**
B. FRINGE BENEFITS: State Share: Federal Share: approx. 21% of Personnel		**$5,067**	**$5,067**
C. OPERATING EXPENSES: State Share: Federal Share:			
D. EQUIPMENT EXPENSES: State Share: Federal Share:			
E. TRAVEL AND PER DIEM: State Share: Federal Share:			
F. SUBCONTRACTORS: State Share: Federal Share:			
G. OTHER COSTS:			

State Share: Federal Share:			
H. INDIRECT COSTS: State Share: Federal Share: 30.9% of Direct Costs		**$9,024**	**$9,024**
I. TOTAL EXPENSES:		**$38,229**	**$38,229**

Contractor's Name: CSUC Research Foundation - SCNAC
Contract Number: 07-65309

SUBCONTRACT BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Subcontractor: Chico Unified School District

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage % FTE Administrative	5. Percentage % FTE Direct Delivery	6.State Share	7. Federal Share	8. Total Dollars (state + federal Dollars)
State Share Positions							
1)							
2)							
3)							
Federal Share Positions							
1) Baber, Sue	$33,155	0.3510		35.10%		$11,637	$11,637
Health Educator							
2) Gerhling, Jennifer	$30,826	0.1154		11.54%		$3,557	$3,557
Health Educator							
3) TBD N=3	$94,286	0.1154		11.54%		$10,881	$10,881
Health Educator							
Subtotal	$158,267	0.5818		58.18%		$26,075	$26,075

POSITION DESCRIPTION:

State Share Positions	
1)	
2)	
3)	
Federal Share Positions	
1,2,3) **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 heath benefits of proper nutrition and physical activity.

EXPENSE SUMMARY:	State Share	Federal Share	Total
A. PERSONNEL SALARIES TOTAL:		**$26,075**	**$26,075**
B. FRINGE BENEFITS: State Share: Federal Share: Approximately 28% to 45% of Personnel		**$9,275**	**$9,275**
C. OPERATING EXPENSES: State Share: Federal Share:			
D. EQUIPMENT EXPENSES: State Share: Federal Share:			
E. TRAVEL AND PER DIEM: State Share: Federal Share:			

F. SUBCONTRACTORS: State Share: Federal Share:			
G. OTHER COSTS: State Share: Federal Share:			
H. INDIRECT COSTS: State Share: Federal Share: 4.29% of Direct Costs		**$1,517**	**$1,517**
I. TOTAL EXPENSES:		**$36,867**	**$36,867**

Contractor's Name: CSUC Research Foundation - SCNAC
Contract Number: 07-65309

SUBCONTRACT BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Subcontractor: Modoc County Public Health Department

1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage % FTE Administrative	5. Percentage % FTE Direct Delivery	6.State Share	7. Federal Share	8. Total Dollars (state + federal Dollars)
State Share Positions								
1)								
2)								
3)								
Federal Share Positions								
1)	Kelly Crosby	$92,186	0.0115	1.1500%			$1,060	$1,060
	Administrator (e.g., Director of Programs) (Director of Public Health/Nursing/Assistant - Deputy Director Modoc County)							
2)	Debra Chapman	$54,912	0.0962		9.62%		$5,283	$5,283
	Administrative Coordinator (Coordinator of Other Program - Health Program Manager							
3)	Tanya Schulz	$57,063	0.0087		0.87%		$496	$496
	Nurse/Nurse Supervisor/Nurse Aide RN (Public Health Nurse)							
4)	Dawn Valencia	$42,162	0.0192		1.92%		$810	$810
	Accountant/Finance Analyst (Fiscal Officer)							
5)	Holly Stains	$35,485	0.0067		0.67%		$238	$238
	Program Assistant (Health Specialist)							
	Subtotal	$281,808	0.1423	1.15%	13.08%		$7,887	$7,887

State Share Positions	
1)	
2)	
3)	
Federal Share Positions	
1) **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 r
2) **Administrative Coordinator**	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 ed
3) **Nurse/Nurse Supervisor/Nurse Aide RN**	Provides physical activity integrated into nutrition education to students enrolled in nutrition education programs and their families. Supports nutrition education goals through interventions; local, regional, and statewide collab
4) **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.
5) **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 educ

EXPENSE SUMMARY:	**State Share**	**Federal Share**	**Total**
A. PERSONNEL SALARIES TOTAL:		**$7,886**	**$7,887**
B. FRINGE BENEFITS:			
State Share:			
Federal Share: Fringe benefits rates vary from a low of 40% to a high of 64%		**$3,987**	**$3,987**

C. OPERATING EXPENSES: State Share: Federal Share:			
D. EQUIPMENT EXPENSES: State Share: Federal Share:			
E. TRAVEL AND PER DIEM: State Share: Federal Share:			
F. SUBCONTRACTORS: State Share: Federal Share:			
G. OTHER COSTS: State Share: Federal Share:			
H. INDIRECT COSTS:			

State Share: Federal Share: 10% of Direct Costs		$1,187	$1,187
I. TOTAL EXPENSES:		$13,060	$13,060

Contractor's Name: CSUC Research Foundation - SCNAC
Contract Number: 07-65309

SUBCONTRACT BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Subcontractor: Marysville Joint Unified School District

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage % FTE Administrative	5. Percentage % FTE Direct Delivery	6.State Share	7. Federal Share	8. Total Dollars (state + federal Dollars)
State Share Positions							
1)							
2)							
3)							
Federal Share Positions							
1) Lori Rainwater	$93,600	0.3993		39.93%		$37,374	$37,374
Health Educator (including Health Aide, Health Promotion Instructor, etc.)							

POSITION DESCRIPTION:

State Share Positions	
1)	
2)	
3)	
Federal Share Positions	
1 **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 heath benefits of proper nutrition and physical activity.

EXPENSE SUMMARY:	State Share	Federal Share	Total
A. PERSONNEL SALARIES TOTAL:		$37,374	$37,374
B. FRINGE BENEFITS: State Share: Federal Share: Approx. 35.012% of Personnel		**$13,086**	**$13,086**
C. OPERATING EXPENSES: State Share: Federal Share:			
D. EQUIPMENT EXPENSES: State Share: Federal Share:			
E. TRAVEL AND PER DIEM: State Share: Federal Share:			
F. SUBCONTRACTORS:			

State Share: Federal Share:			
G. OTHER COSTS: State Share: Federal Share:			
H. INDIRECT COSTS: State Share: Federal Share: 4.87% of Direct Costs		**$2,457**	**$2,457**
I. TOTAL EXPENSES:		**$52,917**	**$52,917**

Local Memorandum of Understanding
between
The Butte County WIC Program
and
The Sierra Cascade Nutrition and Activity Consortium
Oct. 1, 2008 – Sept 30, 2009

Goal: The goal of this MOU is to establish guidelines for collaboration between SCNAC and WIC and to improve access and use of these two programs by the target population of both programs.

Butte County WIC agrees that they will:

1. Provide referral information about WIC to SCNAC partners and the families they serve.
2. Attend appropriate staff meetings to discuss WIC and any WIC related changes taking place.
3. Refer families to the OPT program and allow the services OPT provides to count as a WIC nutrition visit – thus preventing duplication of services.
4. Invite OPT and SCNAC staff to WIC staff meetings to discuss SCNAC services and any changes taking place within the organization.
5. Attend quarterly SCNAC partnership meetings (or as scheduled).
6. Participate in regular Lactation Advocates of Northern California breastfeeding promotion and coordination meetings.

SCNAC agrees that they will:

1. Provide referral information about OPT, Power Play! Campaign, and services provided by SCNAC and the CSUC Center for Nutrition and Activity Promotion.
2. Provide OPT services for families referred by WIC and direct families back to the WIC office to receive their WIC vouchers.
3. Attend WIC meetings, as appropriate, to provide up to date information about SCNAC programs, including Feather River breastfeeding promotion services, and any changes taking place within the organization.
4. Invite WIC staff to SCNAC partnership meetings and any appropriate staff meetings to facilitate collaboration.
5. Refer families to WIC when appropriate. When possible – walk them to the WIC office, which are both located in the same building as the OPT program.

Julie Wetmore, MS, RD
Butte Co WIC Director
Butte Co Dept of Public Health

Cindy Wolff, PhD, MPA, RD
Sierra Cascade Nutrition & Activity Consortium
Center for Nutrition and Activity Promotion
CSU, Chico Research Foundation

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Mechoopda Indian Tribe

Partner's address: 125 Mission Ranch Blvd, Chico, 95926

Contact person Paulita Hopper - Youth Coordinator Phone number: 530-899-8922
(Name) (Title)

E-mail address: phopper@mechoopda-nsn.gov Fax number: 530-899-8517

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, _____, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $14,656 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network;
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

DENNIS RAMIREZ MECHOOPDA TRIBAL CHAIR — Dennis Ramirez

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/4/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Marysville Joint Unified School District

Partner's address: 1919 B. Street, Marysville, CA 95901

Contact person Lori Rainwater, Wellness Coordinator Phone number: 530-749-6136
(Name) (Title)

E-mail address: lrainwater@mjusd.com Fax number: 530-741-7829

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Marysville Joint Unified School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $200,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;

6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:
1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:
1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:
Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:
This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Gay Todd - Superintendent — Gay Todd 5/20/08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 5/23/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Los Molinos USD

Partner's address: 7851 Highway 99E, Los Molinos CA 96055

Contact person: David Pilger (Name) Superintendent (Title) Phone number: 530-384-7826

E-mail address: dpilger@lmusd.tehema.k12.ca.us Fax number: 530-384-7832

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Los Molinos USD, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

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The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

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1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
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3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $50,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
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6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;

9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

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4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Dan R Kluger Superintendent — 5/23/08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 5/30/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Gridley Unified School District

Partner's address: 429 Magnolia St. Gridley, Ca 95948

Contact person: Clark Redfield (Name) (Title) Phone number: 530-846-4721 ext. 28

E-mail address: credfield@gridley.k12.ca.us Fax number: 530-846-4595

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Gridley Unified School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $120,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;

6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Clark S. Redfield, Superintendent — 6/2/08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/5/08

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Glenn County Office of Education

Partner's address: 676 E. Walker St. Orland, CA 95963

Contact person: Nancy Osborne Support Services Division Manager Phone number: 530-865-1145
(Name) (Title)

E-mail address: nosborne@glenncoe.org Fax number: 530-865-4797

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Glenn County Office of Education, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $70,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.

8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Arturo Barrera, Supt. of Schools — 5-28-08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/9/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Colusa Unified School District

Partner's address: 745 Tenth Street, Colusa, CA 95932

Contact person Larry Yeghoian, District Superintendent (Name) (Title) Phone number: 530-458-7791

E-mail address: _____ Fax number: 530-458-4030

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Colusa USD, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $50,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

LARRY YEGHIAN SUPERINTENDENT — 5-23-08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/25/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Corning Union Elementary School District

Partner's address: 1590 South Street Corning, CA 96021

Contact person: Stephen Kelish, Superintendent (Name) (Title) Phone number: (530) 824-7700

E-mail address: skelish@cuesd.tehama.k12.ca.us Fax number: (530) 824-2493

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Corning Union Elementary School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $160,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants; Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

6. Guidelines and procedures for requesting purchases to be made by SCNAC.
7. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
8. Monthly SCNAC informational/training meetings.
9. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement - Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Stephen Kelish, Superintendent	5/15/08
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	5/21/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Enterprise Rancheria

Partner's address: 3690 Olive Highway, Oroville, CA 95966

Contact person Shari Ghalayini - Tribal Administrator (Name) (Title) Phone number: (530) 532-9214

E-mail address: ShariG@enterpriserancheria.org Fax number: (530) 532-1768

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Enterprise Rancheria, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $18,352 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Glenda Nelson, Tribal Chairperson	Glenda Nelson
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	6/9/05
Name and Title of Foundation's Authorized Official	**Signature and Date**

Sierra Cascade Nutrition and Activity Consortium *CSU, Chico Research Foundation*

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: First 5 Siskiyou

Partner's address: 310 N Mt. Shasta Blvd, Suite 7 Mt. Shasta, CA 96067

Contact person: Karen Pautz, Executive Director (Name) (Title) Phone number: 530-926-5927

E-mail address: karenpautz@sbcglobal.net Fax number: 530 918-9067

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, First Five Siskiyou, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $48,641 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network;
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families.

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Karen Pautz, First 5 Siskiyou, Executive Director	Karen Pautz 6/1/08
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	6/9/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Chico USD

Partner's address: 1163 F. 7th Street Chico, CA 95928

Contact person: Janet Brinson, Director of Educational Services Phone number: 530-891-3000 ext. 105
(Name) (Title)

E-mail address: jbrinson@chicousd.org Fax number: 530-891-3220

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Chico Unified School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

- ❖ ***Partner will contribute up to $475,852 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Janet L. Branson, Director of Categorical Programs — Janet L Branson — 5/15/08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 5/14/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Mooretown Rancheria

Partner's address: #1 Alverda Drive Oroville, CA 95966

Contact person Julie MacIntosh - Tribal Administrator Phone number: (530) 533-3625
(Name) (Title)

E-mail address: Fax number: (530) 533-3680

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Mooretown Rancheria, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $30,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants; Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

6. Guidelines and procedures for requesting purchases to be made by SCNAC.
7. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
8. Monthly SCNAC informational/training meetings.
9. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families.

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Julie McNabb Tribal Administrator 5/14/2008

Name and Title of Partner's Authorized Official **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs 5/14/08

Name and Title of Foundation's Authorized Official **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Four Winds School

Partner's address 2345 Fair Street Chico, CA 95928

Contact person: Terri Tozier, Principal. Phone number: (530) 879-7411
(Name) (Title)

E-mail address: ttozier@bcoe.org Fax number: (530) 879-7414

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Four Winds School, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $55,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;

6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	5/22/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Orland Unified School District

Partner's address: 1320 Sixth St. Orland, CA 95963

Contact person: Chris von Kleist, Superintendent (Name) (Title) Phone number: 530-865-1200

E-mail address: Fax number: 530-865-xxxx

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Orland Unified School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $100,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.

8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

C. von Kleist, Supt.	Chris von Kleist	5/15/08
Name and Title of Partner's Authorized Official	**Signature and Date**	

Carol Sager, Director of Research & Sponsored Programs		3/22/08
Name and Title of Foundation's Authorized Official	**Signature and Date**	

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Northern Valley Indian Health

Partner's address: 207 North Butte Street, Willows, CA 95988-2803

Contact person: Vicki Shively, Community Health Director Phone number:: 530-520-4893
(Name) (Title)

E-mail address:: vshively@nvih.org Fax number: 530-934-2204

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Northern Valley Indian Health, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $156,193 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;

6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Roy Kline Executive Director — 6-3-2008

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/4/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Oroville City Elementary School District

Partner's address: 2795 Yard Street Oroville, CA 95966

Contact person: Dr. Penny Chennell-Carter Ed.D , Superintendent Phone number: (530) 532-5690
(Name) (Title)

E-mail address: _____ Fax number: (530) 532-3050

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, _____, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $280,350 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Rei mbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Penny Chenell-Carter Superintendent Penny Chenell-Carter 5-28-08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs 6/4/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Palermo Union School District

Partner's address: 7390 Bulldog Way Palermo, CA 95968

Contact person: Samuel Chimento, Superintendent (Name) (Title) Phone number: (530) 533-4842 x7

E-mail address: schiment@palermoschools.org Fax number: (530) 533-1047

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Palermo Union School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $150,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

	5-29-08
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	5/30/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Paradise Unified School District

Partner's address: 6696 Clark Road Paradise, CA 95969

Contact person: David Tooker, Superintendent (Name) (Title) Phone number: (530) 872-6403

E-mail address: dtooker@paradise.k12.ca.us Fax number: (530) 872-6409

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Paradise Unified School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $150,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network;
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

David Booker, Interim Superintendent — June 3 2008

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/4/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Red Bluff Elementary School District

Partner's address: 1755 Airport Blvd. Red Bluff, CA 96080

Contact person: Charles Allen, Superintendent (Name) (Title) Phone number: 530-527-7200

E-mail address: nosborne@glenncoe.org Fax number: 530-527-9308

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Red Bluff Elementary School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $10,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.

8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Charles Allen Superintendent — Charles Allen — 4 June 2008

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/9/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Siskiyou County Office of Education

Partner's address: 609 South Gold St., Yreka CA 96097

Contact person: Kathy Casey, Administrator (Name) (Title) Phone number: (530) 842-8425

E-mail address: kcasey@sisnet.ssku.k12.ca.us Fax number: (530) 842-8436

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Siskiyou County Office of Education , participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $35,500 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:
1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:
1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:
Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:
This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Kermith R. Walters, County Superintendent — Kermith R. Walters 5-27-08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/4/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Thermalito USD

Partner's address: 400 Grand Ave Oroville, CA 95965-4007

Contact person: Gregory Kampf, Superintendent (Name) (Title) Phone number: 530-538-2900

E-mail address: gkampf@thermalito.org Fax number: 530-538-2908

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Thermalito USD, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $100,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Gregory Kampf, Superintendent	Kampf 5/16/08
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	6/4/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Willows USD

Partner's address: 334 W Sycamore St. Willows, CA 95988

Contact person: Steve Olmos, Superintendent (Name) (Title) Phone number: 530-934-6600

E-mail address: solmos@willowsunified.org Fax number:

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an **Agreement between Partner**, Willows USD, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this **Agreement is** to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner **shall participate** in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $80,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.

8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Steve Olmos, Superintendent	6/3/08
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	6/9/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Butte County Office of Education

Partner's address: 1859 Bird Street Oroville, CA 95965

Contact person: Heather Senske, Administrator (Name) (Title) Phone number: (530) 532-5763

E-mail address: hsenske@bcoe.org Fax number: (530) 532-5763

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Butte County Office of Education, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $262,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Tim McClure, Deputy Superintendent — 5-27-08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/4/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Biggs Unified School District

Partner's address: 300 B St Biggs, CA 95917

Contact person: Bill Cornelius, Superintendent (Name) (Title) Phone number: 530-868-1281 x250

E-mail address: bcornelius@biggs.org Fax number: 530-868-1615

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Biggs Unified School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $45,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:
1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:
1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:
Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:
This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Bill Cornelius - Superintendent — Bill Cornelius 5-28-08
Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 5/30/08
Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Butte County Children & Families Commission

Partner's address: 82 Table Mountain Blvd., Ste. 40, Oroville, CA 95965

Contact person Jill Blake (Name) Program Manager (Title) Phone number: 538-6464

E-mail address: jblake@buttecounty.net Fax number: 538-5279

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Butte County Children & Families Commission, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Potential Butte Co. First 5 grantees shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $350,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.

8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Jill Blake, Program Manager	Jill Blake 05/29/08
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	6/4/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

copy

Sierra Cascade Nutrition and Activity Consortium | *CSU, Chico Research Foundation*

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Colusa Indian Community Council

Partner's address: 3730 Highway 45, Colusa, CA 95932

Contact person: Bonnie Pullen - CFO (Name) (Title) Phone number: 530-458-6521

E-mail address: bpullen@colusa-nsn.gov Fax number: 530-458-2388

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Colusa Indian Community Council, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

- ***Partner will contribute up to $22,907 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network;
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:
1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:
1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families.

VII. Record Retention:
Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:
This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

	05.29.08
Name and Title of Partner's Authorized Official	**Signature and Date**
Carol Sager, Director of Research & Sponsored Programs	6/4/08
Name and Title of Foundation's Authorized Official	**Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Feather River Tribal Health

Partner's address: 2145 Fifth Ave Oroville, CA 95965

Contact person: Maria Hunzeker, Executive Director (Name) (Title) Phone number: 530-534-5394

E-mail address: ~~hunzeker@ca.ihs.gov~~ maria.hunzeker@frth.org Fax number: 530-534-0748

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Feather River Tribal Health, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $50,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;

6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Maria Hunsaker, Executive Director — 6/4/08

Name and Title of Partner's Authorized Official — **Signature and Date**

6/10/08

Carol Sager, Director of Research & Sponsored Programs

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Hamilton City Union Elementary School District

Partner's address: P.O. Box 277, 277 Capay Ave., Hamilton City, CA 95951

Contact person: Hector Gonzalez, Superintendent/Principal (Name) (Title) Phone number: 530-826-3474

E-mail address: hgonzalez@huesd.org Fax number: 530-826-0419

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Hamilton City Union Elementary School District, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $50,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;

6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.
7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Hector Gonzalez Superintendent/Principal — 5-28-08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/3/08

Signature and Date

Sierra Cascade Nutrition and Activity Consortium | *CSU, Chico Research Foundation*

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Modoc County Public Health Department

Partner's address: 441 N. Main Alturas, CA 96101

Contact person: Kelly Crosby, Deputy Dir. MCPHD (Name) (Title) Phone number: 530-233-6311

E-mail address: kcrosby@modoccounty.us Fax number: 530-233-5754

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Modoc County Public Health Department, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:
California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope
The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):
Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $46,287 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):
Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families.

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Kelly Crosby, Deputy Director of Public Health — Kelly — 6/11/08
Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/12/08
Name and Title of Foundation's Authorized Official — **Signature and Date**

Sierra Cascade Nutrition and Activity Consortium | *CSU, Chico Research Foundation*

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Red Bluff High School

Partner's address: P.O. Box 1507 Red Bluff, CA 96080

Contact person: Jody Brownfield, Associate Principle (Name) (Title) Phone number: 530-529-8728

E-mail address: jbrownfi@rbuhsd.k12.ca.us Fax number: 530-529-8739

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Red Bluff High School, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $75,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
5. Provision of Program information and related materials to Program participants;
6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
2. Either party to this Agreement may elect to terminate this Agreement, but only upon 30 days advance written notice of such election to the other party, and the parties will deal with each other in good faith in the event of such termination.
3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
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4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Wesley G. Combes — Wesley G. Combes — 5/29/08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/10/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

State Share Commitment Agreement between SCNAC and Partner Organization

Partner's name: Tehama County Department of Education

Partner's address: 1135 Lincoln St., Red Bluff, CA 96080

Contact person: Beth Birk, ~~Administrator~~ Recreation Specialist (Name) (Title) Phone number: (530) 528-~~7293~~ 7397

E-mail address: ebirk@tehamaed.org Fax number: (530) 529-4120

Term of this Agreement: Oct. 1st 2008 - Sept. 30th 2009

This is an Agreement between Partner, Tehama County Department of Education, participating as a Partner organization in the Sierra Cascade Nutrition and Activity Consortium (SCNAC), and The CSU, Chico Research Foundation (Foundation), acting as lead agency for SCNAC.

I. Background:

California Department of Public Health - Network for a Healthy California (Network) has awarded U.S. Department of Agriculture (USDA) Food Stamp Nutrition Education (FSNE) funds to Foundation for SCNAC's Nutrition Education and Physical Activity Program (the Program). The term of Foundation's Contract from Network is October 1, 2007 through September 30, 2010.

II. Purpose & Scope

The purpose of this Agreement is to clearly identify the roles and responsibilities of Partner and Foundation as they relate to the SCNAC collaboration and partnership around the promotion of health and nutrition in food stamp eligible populations. In particular, this Agreement is intended to implement the Program as detailed in the scope of work of Foundation's Application to Network for USDA FSNE funds on behalf of SCNAC.

III. Partner's Responsibilities (State Share):

Partner shall participate in SCNAC for the duration of this Agreement's Term by contributing nutrition education services and materials as Partner's State Share and by providing Program information to Foundation on behalf of SCNAC. Partner shall:

1. Provide a supportive working environment for SCNAC staff (e.g., nutrition education specialist and/or a community nutrition assistant);
2. Support and implement appropriate and/or required Program activities/events and policies based on the SCNAC Program scope of work approved by Network;
3. Facilitate attendance at SCNAC meetings and trainings by Partner's coordinator for the Program and other appropriate personnel of Partner, as schedules permit;
4. Submit requests to Foundation for SCNAC to purchase materials needed by Partner for the Program (such requests to be submitted at least forty days before the end of this Agreement Term.
5. Provide to Foundation verification that Program participants meet USDA low-income criteria (e.g., for school districts and other education agencies, targeting low-resource schools, defined as those with 50% of students or more eligible for free or reduced-price school meals);
6. Provide to Foundation for SCNAC Partner's school- or district-level or institution-wide information pertinent to the management and evaluation of the SCNAC grant (e.g., salary and benefit rate information of Partner personnel involved with Program activities/events, surveys of appropriate personnel of Partner, etc.)

❖ ***Partner will contribute up to $92,000 in total value of State Share.***

IV. Foundation's Responsibilities (Federal Share):

Foundation, as lead agency for SCNAC, shall provide the following for the duration of this Agreement's Term:

1. The services of SCNAC staff (e.g., nutrition education specialist, community nutrition assistant, SCNAC Program Manager, SCNAC Administrative Assistant);
2. Fingerprint based criminal information background checks (Live Scan) for all SCNAC staff who will have supervisory or disciplinary power over a minor or any person under said staff member's care as allowed under California Penal Code section 11105.3.
3. Report writing, budget monitoring, documentation gathering, grant fund management, and audit responsibility as required by USDA and Network:
4. Assurance that Program activities comply with requirements of USDA and Network;
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6. Forms for completion by Partner for verification of costs of Partner's State Share contribution, and technical assistance upon request regarding necessary source documentation per Generally Accepted Accounting Principles (GAAP) and OMB Circulars A-87 or A-122.

7. Guidelines and procedures for requesting purchases to be made by SCNAC.
8. Purchase of Program materials (e.g., nutrition education materials, etc.) for Partner;
9. Monthly SCNAC informational/training meetings.
10. Reimbursement to Partner for actual costs of travel incurred during the Project Period as necessary for attendance at SCNAC meetings or trainings, at SCNAC or Network sponsored events, or (with SCNAC's prior written approval) to other conferences or trainings directly benefiting the Program (all not to exceed Partner's Federal Share budget for travel approved by Network, and at reimbursement rates not exceeding those set by the California Department of Personnel Administration, and not including any portion of costs allocable to non-Program activity);

V. It is mutually understood and agreed to by Foundation and Partner that:

1. Modification of this Agreement must be made in writing and must be agreed to and executed by the parties before becoming effective.
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3. This Agreement is provisional, pending award and appropriation and encumbrance of funds for the Program as described in Foundation's Application for the period of this Agreement's Term.
4. Each party to this Agreement shall defend, indemnify and hold the other party and its respective directors, officers, employees, agents, successors and assigns free and harmless of and from any and all demands, claims, causes of action, actions, liability, injuries including death, damages, costs, and expenses, including reasonable attorney's fees, incurred by reason of or in any way connected with the acts or omissions of the party or of its directors, officers, employees or agents occurring during the course and term of this Agreement or at any time thereafter.
5. Each party to this Agreement shall follow all relevant and applicable regulations as specified in Exhibit D (F) "Special Terms and Conditions" to Foundation's Contract from Network. These may include, but are not limited to:
   A. Travel and Per Diem Reimbursement – Partner will not request reimbursement for travel and per diem expenses from Federal Share nor value travel and per diem expenses for State Share at rates exceeding those established by the California Department of Personnel Administration;
   B. Subcontract Agreements – as it relates to securing bids for subcontractor services and subcontractor approval;
   C. 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, or employee of a member of Congress in connection with specific federal actions.

VI. Funding Requirements:

1. This Agreement does not include the reimbursement of funds between the two parties, except for reimbursement by Foundation of Partner's travel costs as described above.
2. None of the funds used to provide Partner's State Share are federal funds, unless Partner is an Indian Tribal Organization. If Partner is an Indian Tribal Organization, none of the funds used to provide Partner's State Share are federal funds that have not been designated by the terms of the federal grant to be an allowable source of State Share dollars directed toward nutrition education.
3. None of the funds used to provide Partner's State Share are funds being used to match other federal funds.
4. No portion of the funds used to provide Partner's State Share is being counted more than once, or for another State agency in addition to Network, or for a Local Incentive Awardee (LIA), or for a University of California Cooperative Extension Food Stamp Nutrition Education (FSNEP) activity during the term of Foundation's contract from Network.
5. Partner will provide documentation of qualifying services and budget documentation of Partner's State Share as requested by Foundation and/or Network.
6. None of the Program activities funded as Partner's State Share supplant existing nutrition education efforts or funding.
7. Additional coordination with Network's Regional Nutrition Education Coordinator will be required for any school-based programming funded at the state or local levels.

Partner's State Share and SCNAC Federal Share funds must be used to directly benefit low-income children and their families,

VII. Record Retention:

Foundation and Partner must maintain all records supporting this Agreement and related activities for three years after the end of the term of Foundation contract from Network. Additionally, Partner agrees to make all records relating to this Agreement available upon request by Foundation on behalf of SCNAC, the Network, and/or USDA.

VIII. Effective Date and Signature:

This Agreement shall be effective upon the signature of Partner and Foundation authorized officials. It shall be in force for the Agreement Term specified above. Foundation and Partner indicate agreement with the foregoing by their signatures below.

Tehama Co. Dept. of Education, Associate Superintendent — Jay Champion — 06-05-08

Name and Title of Partner's Authorized Official — **Signature and Date**

Carol Sager, Director of Research & Sponsored Programs — 6/4/08

Name and Title of Foundation's Authorized Official — **Signature and Date**

The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Cindy Wolff

Department: BIOL College: Natural Sciences

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 10/1/08-12/31/08 (65 days)	80%	112,320	22810	38%	8668	31478
Spring '09 (108 days)	80%	112,320	37670	38%	14315	51985
Summer '09 (June 21 days)	80%	112,320	7230	38%	2747	9977
Summer '09 (July-August 45 days)	80%	112,320	15148	38%	5756	20904
Fall '09 9/1/09-9/30/09 (20 days)	80%	112,320	7574	38%	2878	10452
TOTALS			90432		34364	124796

WORK TO BE PERFORMED ☐ **YES** ☒ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .80 of her position per year for the development and management of pre-professional practice/service learning placements for CSUC student interns to provide nutrition education and physical activity promotion to low income residents of the Sierra Cascade region (CSUC service area) and in the provision of a variety of services to residents of the CSUC service area. All service learning placements are with SCNAC partnering agencies. She will also assist with SCNAC impact evaluation efforts.

Cindy Wolff 6-4-08
Signature of Faculty Providing Cost Share — Date

NA
Chair's Approval Signature — Date

Printed Name of Chair

6/4/08
Dean's Approval Signature — Date

James L. D. Houpis
Print Name of Dean:

Cindy Wolff 6-4-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/11/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY -- At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials____ Date _____

REV: 3/2005

RETURN COMPLETED FORM TO ZIP 870

The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Stephanie Bianco-Simeral

Department: BIOL College: Natural Sciences

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
10-1-08 to 12-31-08	40%	53,892	7228	38	2747	9975
Spring '09	40%	53,892	7130	38	2710	9840
Summer '09	2 months	53,892	4955	38	1883	6838
Fall '09 (six weeks)	40%	53,892	3424	38	1300	4724
TOTALS			22737		8640	31377

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .40 in Fall '08 and .40 in Spring '09 of her academic position for supervision of CSUC interns in a variety of educational entities serving food stamp eligible residents of the north state. Interns will implement nutrition education activities with children, and distribute nutrition education information to parents. They will also participate in school and community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date

Chair's Approval Signature — Date

Printed Name of Chair

Dean's Approval Signature — Date 6/4/08

James L.J. Houpis

Print Name of Dean:

Cindy Wolff 6-4-08

Project Director's Approval Signature — Date

Cindy Wolff

Printed Name of Project Director

Robin Yant 6/11/08

OSP Approval — Date

Robin Yant

Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

REV: 3/2005

RETURN COMPLETED FORM TO ZIP 870

The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Linda Bilsborough

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
10-1-08 to 12-31-08	20%	58,632	3932	38	1494	5426
Spring '09	20%	58,632	3879	38	1474	5353
Fall '09 (six weeks)	20%	58,632	1862	38	708	2570
TOTALS			9673		3676	13349

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .20 of her position to supervise her HCSV 272 School Health students in the twice a year development and implementation of a Health Academies & Read Across America events at local elementary schools. Both events will focus on a variety of nutrition education and physical activity promotion events for all elementary school students.

L. Bilsborough 6/10/08
Signature of Faculty Providing Cost Share — Date

Mary Portis 6/10/08
Chair's Approval Signature — Date

Mary Portis 6/10/08
Printed Name of Chair

Gayle Hutchinson 6-11-08
Dean's Approval Signature — Date

Gayle Hutchinson
Print Name of Dean:

Cindy Wolff 6-16-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/17/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials____ Date_____

REV: 3/2005

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COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Keiko Goto

Department: BIOL College: Natural Sciences

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
10-1-08 to 12-31-08	10%	55,896	1874	38	712	2586
Spring '09	10%	55,896	1849	38	703	2552
Fall '09 (six weeks)	10%	55,896	888	38	337	1225
TOTALS			4611		1752	6363

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .10 in Fall '08 and .10 in Spring '09 of her academic position for supervision of CSUC students in a variety of educational entities serving food stamp eligible residents of the north state. Students will implement and evaluate nutrition education activities. They will also participate in school and community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date

Date

Cindy Wolff — Project Director's Approval Signature — 6-4-08 Date

Cindy Wolff — Printed Name of Project Director

James L.J. Houpis — Dean's or Chair's Approval Signature — 6/4/08 Date

Print Name of Dean or Chair: James L.J. Houpis

Robin Yant — OSP Approval — 6/11/08 Date

Print Name of Analyst: Robin Yant

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

REV: 3/2005

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The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Mike Mann

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 (10/1/08-12/31/08)	20%	60,336	4046	38	1538	5584
Spring '09	20%	60,336	3991	38	1517	5508
Fall '09 (six weeks)	20%	60,336	1917	38	728	2645
TOTALS			9954		3783	13737

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .20 of his position for the HCSV courses he teaches that incorporate student led nutrition education and physical activity promotion for low income children and parents participating in school and community events. He will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date: 6-10-08

Date

Project Director's Approval Signature: Cindy Wolff — Date: 6-9-08

Printed Name of Project Director: Cindy Wolff

Dean's or Chair's Approval Signature: Mary Portis — Date: 6/10/08

Print Name of Dean or Chair: Mary Portis, Dean

OSP Approval: Robin Yant — Date: 6/17/08

Print Name of Analyst: Robin Yant

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

REV: 3/2005

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Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.
PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Irene Morgan

Department: NURS College: NS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 (10/1/08-12/31/08)	10%	90,840	3046	38	1157	4203
Spring '09	10%	90,840	3005	38	1142	4147
Fall '09 (six weeks)	10%	90,840	1443	38	548	1991
TOTALS			7494		2847	10341

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: supervision of CSUC interns in a variety of educational entities serving food stamp eligible residents of the north state. Interns will implement nutrition education activities with children, and distribute nutrition education information to community residents. They will also participate in school and community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date

Chair's Approval Signature — Date

Printed Name of Chair

Dean's Approval Signature — Date 6/4/08

James L.J. Houpis
Print Name of Dean:

Cindy Wolff 6-4-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/4/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

REV: 3/2005

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Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Holly Nevarez

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 eleven weeks (10/1/08-12/31/08)	20%	57,876	1941	38	737	2678
Spring '09	20%	57,876	3829	38	1455	5284
Fall '09 six weeks (7/1/09-9/30/09)	20%	57,876	919	38	349	1268
TOTALS			6689		2541	9230

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .20 of her position to train HCSV students to provide nutrition education in a variety of educational entities serving low income children in k-12 schools and low income adults attending community events and/or receiving breastfeeding support services. Students will implement nutrition education and physical activity promotion with children, and distribute nutrition education information to parents and teachers. They will also participate in school and community nutrition related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Holly C Nevarez 6/10/08
Signature of Faculty Providing Cost Share — Date

Mary Portis 6/10/08
Chair's Approval Signature — Date

Mary Portis
Printed Name of Chair

Gayle Hutchinson 6-11-08
Dean's Approval Signature — Date

Gayle Hutchinson
Print Name of Dean:

Cindy Wolff 6-16-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/17/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials____ Date _____

REV: 3/2005

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The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Mary Portis

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 10-1-08 to 12/31/08	40%	96,348	12922	38	4910	17832
Spring '09	40%	96,348	12384	38	4706	17090
Fall '09 (six weeks)	40%	96,348	6121	38	2326	8447
TOTALS			31427		11942	43369

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: will utilize .4 of her academic position per year for the supervision of CSUC HCSV students and interns in serving low income children in k-12 schools and community sites. Both Dr. Portis and her students/interns will implement nutrition education and physical activity promotion with K-12 students, and distribute nutrition education information to parents, particularly in the Hmong and Hispanic communities. They will also participate in school and community nutrition related events, e.g. cultural celebrations.

Mary Portis 6/10/08
Signature of Faculty Providing Cost Share Date

Mary Portis 6/10/08
Chair's Approval Signature Date

Mary Portis
Printed Name of Chair

Gayle Hutchinson 6-11-08
Dean's Approval Signature Date

Gayle Hutchinson
Print Name of Dean:

Cindy Wolff 6-16-08
Project Director's Approval Signature Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/17/08
OSP Approval Date

Robin Yant
Print Name of Analyst:

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Analyst's Initials_____ Date_____

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Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.
PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Kristine Warner

Department: NURS College: NS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 (10/1/08-12/31/08)	10%	76,488	2565	38	975	3530
Spring '09	10%	76,488	2530	38	961	3491
Fall '09 (six weeks)	10%	76,488	1214	38	462	1676
TOTALS			6309		2398	8707

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .10 of her academic position for the supervision of CSUC interns in a variety of educational entities serving food stamp eligible residents of the north state. Interns will implement nutrition education activities with eligible county residents, and distribute nutrition education information. They will also participate in community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date

Chair's Approval Signature — Date

Printed Name of Chair

Dean's Approval Signature — Date 6/4/08

James L. J. Houpis
Print Name of Dean:

Cindy Wolff — Project Director's Approval Signature — Date 6-4-08

Cindy Wolff
Printed Name of Project Director

Robin Yant — OSP Approval — Date 6/11/08

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

REV: 3/2005

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The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Cindy Wolff

Department: BIOL College: Natural Sciences

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 10/1/08-12/31/08 (65 days)	80%	112,320	22810	38%	8668	31478
Spring '09 (108 days)	80%	112,320	37670	38%	14315	51985
Summer '09 (June 21 days)	80%	112,320	7230	38%	2747	9977
Summer '09 (July-August 45 days)	80%	112,320	15148	38%	5756	20904
Fall '09 9/1/09-9/30/09 (20 days)	80%	112,320	7574	38%	2878	10452
TOTALS			90432		34364	124796

WORK TO BE PERFORMED ☐ **YES** ☒ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .80 of her position per year for the development and management of pre-professional practice/service learning placements for CSUC student interns to provide nutrition education and physical activity promotion to low income residents of the Sierra Cascade region (CSUC service area) and in the provision of a variety of services to residents of the CSUC service area. All service learning placements are with SCNAC partnering agencies. She will also assist with SCNAC impact evaluation efforts.

Cindy Wolff 6-4-08
Signature of Faculty Providing Cost Share — Date

NA
Chair's Approval Signature — Date

Printed Name of Chair

6/4/08
Dean's Approval Signature — Date

James L. D. Houpis
Print Name of Dean:

Cindy Wolff 6-4-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/11/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials____ Date _____

REV: 3/2005

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The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Stephanie Bianco-Simeral

Department: BIOL College: Natural Sciences

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
10-1-08 to 12-31-08	40%	53,892	7228	38	2747	9975
Spring '09	40%	53,892	7130	38	2710	9840
Summer '09	2 months	53,892	4955	38	1883	6838
Fall '09 (six weeks)	40%	53,892	3424	38	1300	4724
TOTALS			22737		8640	31377

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .40 in Fall '08 and .40 in Spring '09 of her academic position for supervision of CSUC interns in a variety of educational entities serving food stamp eligible residents of the north state. Interns will implement nutrition education activities with children, and distribute nutrition education information to parents. They will also participate in school and community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date

Chair's Approval Signature — Date

Printed Name of Chair

Dean's Approval Signature — Date 6/4/08

James L.J. Houpis

Print Name of Dean:

Cindy Wolff 6-4-08

Project Director's Approval Signature — Date

Cindy Wolff

Printed Name of Project Director

Robin Yant 6/11/08

OSP Approval — Date

Robin Yant

Print Name of Analyst:

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Analyst's Initials____ Date _____

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The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Linda Bilsborough

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
10-1-08 to 12-31-08	20%	58,632	3932	38	1494	5426
Spring '09	20%	58,632	3879	38	1474	5353
Fall '09 (six weeks)	20%	58,632	1862	38	708	2570
TOTALS			9673		3676	13349

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .20 of her position to supervise her HCSV 272 School Health students in the twice a year development and implementation of a Health Academies & Read Across America events at local elementary schools. Both events will focus on a variety of nutrition education and physical activity promotion events for all elementary school students.

J. Bilsborough 6/10/08
Signature of Faculty Providing Cost Share — Date

Mary Portis 6/10/08
Chair's Approval Signature — Date

Mary Portis 6/10/08
Printed Name of Chair

Gayle Hutchinson 6-11-08
Dean's Approval Signature — Date

Gayle Hutchinson
Print Name of Dean:

Cindy Wolff 6-16-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/17/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

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Analyst's Initials____ Date _____

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Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Keiko Goto

Department: BIOL College: Natural Sciences

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
10-1-08 to 12-31-08	10%	55,896	1874	38	712	2586
Spring '09	10%	55,896	1849	38	703	2552
Fall '09 (six weeks)	10%	55,896	888	38	337	1225
TOTALS			4611		1752	6363

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .10 in Fall '08 and .10 in Spring '09 of her academic position for supervision of CSUC students in a variety of educational entities serving food stamp eligible residents of the north state. Students will implement and evaluate nutrition education activities. They will also participate in school and community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

[redacted]

Signature of Faculty Providing Cost Share — Date

Date

Cindy Wolff — 6-4-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

[signature] — 6/4/08
Dean's or Chair's Approval Signature — Date

Robin Yount — 6/11/08
OSP Approval — Date

James L.J. Houpis
Print Name of Dean or Chair:

Robin Yount
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

REV: 3/2005

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COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Mike Mann

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 (10/1/08-12/31/08)	20%	60,336	4046	38	1538	5584
Spring '09	20%	60,336	3991	38	1517	5508
Fall '09 (six weeks)	20%	60,336	1917	38	728	2645
TOTALS			9954		3783	13737

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .20 of his position for the HCSV courses he teaches that incorporate student led nutrition education and physical activity promotion for low income children and parents participating in school and community events. He will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date: 6-10-08

Date

Project Director's Approval Signature: Cindy Wolff — Date: 6-9-08

Printed Name of Project Director: Cindy Wolff

Dean's or Chair's Approval Signature: Mary Portis — Date: 6/10/08

Print Name of Dean or Chair: Mary Portis Hayle Chatterson, Dean

OSP Approval: Robin Yant — Date: 6/17/08

Print Name of Analyst: Robin Yant

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

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COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.
PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Irene Morgan

Department: NURS College: NS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 (10/1/08-12/31/08)	10%	90,840	3046	38	1157	4203
Spring '09	10%	90,840	3005	38	1142	4147
Fall '09 (six weeks)	10%	90,840	1443	38	548	1991
TOTALS			7494		2847	10341

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: supervision of CSUC interns in a variety of educational entities serving food stamp eligible residents of the north state. Interns will implement nutrition education activities with children, and distribute nutrition education information to community residents. They will also participate in school and community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date

Chair's Approval Signature — Date

Printed Name of Chair

Dean's Approval Signature — Date 6/4/08

James L.J. Houpis
Print Name of Dean:

Cindy Wolff — 6-4-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant — 6/11/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

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Analyst's Initials_____ Date _____

REV: 3/2005

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COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Holly Nevarez

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 eleven weeks (10/1/08-12/31/08)	20%	57,876	1941	38	737	2678
Spring '09	20%	57,876	3829	38	1455	5284
Fall '09 six weeks (7/1/09-9/30/09)	20%	57,876	919	38	349	1268
TOTALS			6689		2541	9230

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .20 of her position to train HCSV students to provide nutrition education in a variety of educational entities serving low income children in k-12 schools and low income adults attending community events and/or receiving breastfeeding support services. Students will implement nutrition education and physical activity promotion with children, and distribute nutrition education information to parents and teachers. They will also participate in school and community nutrition related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Holly C Nevarez 6/10/08
Signature of Faculty Providing Cost Share — Date

Mary Portis 6/10/08
Chair's Approval Signature — Date

Mary Portis
Printed Name of Chair

Gayle Hutchinson 6-11-08
Dean's Approval Signature — Date

Gayle Hutchinson
Print Name of Dean:

Cindy Wolff 6-16-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/17/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials____ Date _____

REV: 3/2005

RETURN COMPLETED FORM TO ZIP 870

The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.

PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Mary Portis

Department: HCSV College: BSS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 10-1-08 to 12/31/08	40%	96,348	12922	38	4910	17832
Spring '09	40%	96,348	12384	38	4706	17090
Fall '09 (six weeks)	40%	96,348	6121	38	2326	8447
TOTALS			31427		11942	43369

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: will utilize .4 of her academic position per year for the supervision of CSUC HCSV students and interns in serving low income children in k-12 schools and community sites. Both Dr. Portis and her students/interns will implement nutrition education and physical activity promotion with K-12 students, and distribute nutrition education information to parents, particularly in the Hmong and Hispanic communities. They will also participate in school and community nutrition related events, e.g. cultural celebrations.

Mary Portis 6/10/08
Signature of Faculty Providing Cost Share — Date

Mary Portis 6/10/08
Chair's Approval Signature — Date

Mary Portis
Printed Name of Chair

Gayle Hutchinson 6-11-08
Dean's Approval Signature — Date

Gayle Hutchinson
Print Name of Dean:

Cindy Wolff 6-16-08
Project Director's Approval Signature — Date

Cindy Wolff
Printed Name of Project Director

Robin Yant 6/17/08
OSP Approval — Date

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials_____ Date _____

REV: 3/2005

RETURN COMPLETED FORM TO ZIP 870

The CSU, Chico Research Foundation

Office of Sponsored Programs

COMMITMENT OF COST SHARE

The following named Faculty will provide assistance on the referenced grant or contract. The salary for the individual listed will be used by SP Administrator to document services rendered for the percentage of time indicated.
PROJECT # 63xxx

Name of Project:	SCNAC Nutrition Network
Project Director:	Cindy Wolff
Funding Agency:	CA Department of Health Services
Name of Faculty:	Kristine Warner

Department: NURS College: NS

Period of Time	Percent	Salary Base	Salary	Fringe %	Fringe	Total
Fall '08 (10/1/08-12/31/08)	10%	76,488	2565	38	975	3530
Spring '09	10%	76,488	2530	38	961	3491
Fall '09 (six weeks)	10%	76,488	1214	38	462	1676
TOTALS			6309		2398	8707

WORK TO BE PERFORMED ☒ **YES** ☐ **NO** **Task is part of regular teaching assignment**

Detail: Will utilize .10 of her academic position for the supervision of CSUC interns in a variety of educational entities serving food stamp eligible residents of the north state. Interns will implement nutrition education activities with eligible county residents, and distribute nutrition education information. They will also participate in community nutrition and health promotion related events. She will also assist with SCNAC impact evaluation efforts as appropriate.

Signature of Faculty Providing Cost Share — Date

Chair's Approval Signature — Date

Printed Name of Chair

Dean's Approval Signature — Date 6/4/08

James P. J. Houpis
Print Name of Dean:

Cindy Wolff — Project Director's Approval Signature — Date 6-4-08

Cindy Wolff
Printed Name of Project Director

Robin Yant — OSP Approval — Date 6/11/08

Robin Yant
Print Name of Analyst:

OSP USE ONLY – At conclusion of semester, salary and fringe benefits are verified to CMS. If different, list correct amounts below:

Percent	Salary Base	Salary	Fringe %	Fringe	Total

Analyst's Initials____ Date _____

REV: 3/2005

RETURN COMPLETED FORM TO ZIP 870

Form #3

BUDGET COVER SHEET
FFY 2008

Organization: Central Valley Health Network				
Contract Number: 07-65310				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ -	$ -		
Fringe Benefits	$ -	$ -		
Subcontractors	$ 1,790,984	$ 1,509,143	$ (281,841.00)	-15.74%
Contracts/Grant Agreements				
Operating	$ -	$ -		
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ -		
Materials				
Travel	$ -	$ -		
Equipment & Other Capitol	$ -	$ -		
Indirect Costs	$ -	$ -		
Total State Share	$ 1,790,984.00	$ 1,509,143.00	$ (281,841.00)	-15.74%
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 97,301.00	$ 93,335.05	$ (3,965.95)	-4.08%
Fringe Benefits	$ 33,082.34	$ 32,807.27	$ (275.07)	-0.28%
SubContracts	$ 894,373.00	$ 755,101.00	$ (139,272.00)	-7.78%
Contracts/Grants/Agreements			$ -	
Operating	$ 19,409.00	$ 15,424.00	$ (3,985.00)	-20.53%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ 10,117.00	$ 12,345.00	$ 2,228.00	22.02%
Materials			$ -	
Travel	$ 5,922.00	$ 6,066.00	$ 144.00	2.43%
Equipment & Other Capitol		$ -	$ -	
Indirect Costs	$ 13,266.51	$ 24,476.53	$ 11,210.02	84.50%
Total Federal Share	$ 1,073,470.85	$ 939,554.85	$ (133,916.00)	-7.48%
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.				
Note: State Share budget is over by 2.97% as a result of adding a new health center				

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:										
		Title:										
	2.	Name:										
		Title:										
	3.	Name:										
		Title:										
	FEDERAL SHARE POSITIONS											
	1.	Name:	Cynthia Peshek									
		Title:	Director of Programs			$ 78,977.00	0.65		65%		$ 51,335.05	$ 51,335.05
	2.	Name:	Kathleen Nichols									
		Title:	Administravie Coordinator			$ 42,000.00	1	100%			$ 42,000.00	$ 42,000.00
	3.	Name:										
		Title:										
	SUBTOTAL					**$ 120,977.00**	**1.65**	**100%**	**65%**	**$ -**	$ 93,335.05	$ 93,335.05
	POSITION DESCRIPTIONS:											
	Administrative Coordinator				Provides administrative and office support for the project staff and is responsible for the reporting requirements.							
	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.							
										State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
B.	**FRINGE BENEFITS:**									$ -	-	-
	State Share:											
	Federal Share:											
	Includes SS/Med 7.65%, Wkcomp 1.07%, 401k 3%, Health/Dental 14.6% and Parking 3.27%, FUTA .8%, CA SUI 4.8% for a total of 35.15% of salaries										$ 32,807.27	$ 32,807.27
									SUBTOTAL:	$ -	$ 32,807.27	$ 32,807.27

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C.	**OPERATING EXPENSES:**	$ -	-	-
	State Share:			
	Federal Share:			
	Occupancy Costs			
				-
	Rent of Suite 1007: 57% (area used for FSNE activities only) of $2,030 = $1,157 X 12 = $13,884/yr		$ 13,884.00	$ 13,884.00
	Postage & Delivery for mailing out health center checks		$ 100.00	$ 100.00
	Communications - (Telephone, Fax,Conference Calls, Internet Connections)			
	7,933/yr (11 FTEs). 1.65 FTE allocated to FSNE = 15% =$1,190 per yr		$ 1,190.00	$ 1,190.00
	Printing and Duplicating (2 boxes of paper $50)	$ -	$ 50.00	$ 50.00
	Supplies (paper, pens, sticky notes, dividers, binders)		$ 200.00	$ 200.00
	SUBTOTAL:	$ -	$ 15,424.00	$ 15,424.00
D.	**EQUIPMENT EXPENSES:**			
	State Share:	$ -	-	-
	Federal Share:			
	SUBTOTAL:	$ -	-	-
E.	**TRAVEL AND PER DIEM:**	$ -	-	-
	State Share:			
	Federal Share:			
	Four CVHN Member Workshops for Director of Programs = total $1,316		$ 1,348.00	$ 1,348.00
	[One Workshop = 400 miles roundtrip@.505/mile=$202 + lodging@$84 +tax = $95 = per diem of $40=$337 total per Workshop x4]			
	Four Training Meetings and Ten site visits/collaborative mtgs for for Director of Programs =total $4,606		$ 4,718.00	$ 4,718.00
	[One = 400 miles roundtrip@.505/mile=$202 + lodging@$84 +tax = $95 = per diem of $40=$337 total per Workshop x14]			
	SUBTOTAL:	$ -	$ 6,066.00	$ 6,066.00

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
F.	**SUBCONTRACTORS:**	-	-	-
	State Share:			
	Clinica Sierra Vista	$ 187,462.00		$ 187,462.00
	Community Medical Center	$ 79,992.00		$ 79,992.00
	Del Norte Clinics, Inc	$ 58,721.00		$ 58,721.00
	Family Health Care Network	$ 309,426.00		$ 309,426.00
	Golden Valley Health Centers	$ 196,442.00		$ 196,442.00
	Inland Behavioral Health Services	$ 88,944.00		$ 88,944.00
	La Clinica de La Raza	$ 107,083.00		$ 107,083.00
	Livingston Medical Group	$ 155,841.00		$ 155,841.00
	Sequoia Community Health Centers	$ 113,998.00		$ 113,998.00
	Tulare Community Health Center	$ 14,790.00		$ 14,790.00
	United Health Centers	$ 124,032.00		$ 124,032.00
	Valley Health Team	$ 72,412.00		$ 72,412.00
	Federal Share:			
	Clinica Sierra Vista		$ 93,731.00	$ 93,731.00
	Community Medical Center		$ 39,996.00	$ 39,996.00
	Del Norte Clinics, Inc		$ 29,361.00	$ 29,361.00
	Family Health Care Network		$ 154,718.00	$ 154,718.00
	Golden Valley Health Centers		$ 98,220.00	$ 98,220.00
	Inland Behavioral Health Services		$ 44,448.00	$ 44,448.00
	La Clinica de La Raza		$ 53,537.00	$ 53,537.00
	Livingston Medical Group		$ 77,920.00	$ 77,920.00
	Sequoia Community Health Centers		$ 56,999.00	$ 56,999.00
	Tulare Community Health		$ 7,395.00	$ 7,395.00
	United Health Centers		$ 62,520.00	$ 62,520.00
	Valley Health Team		$ 36,256.00	$ 36,256.00
	SUBTOTAL:	$ 1,509,143.00	$ 755,101.00	$ 2,264,244.00

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
G.	**OTHER COSTS:**	-	$ -	$ -
	State Share:			
	Federal Share:			
	Curriculum Materials/Professional Resources for CVHN member health centers		$ 2,000.00	$ 2,000.00
	Nutrition Education Materials required for delivery of critical program services-at no more than $4 each (includes a nutrition education message)		$ 4,400.00	$ 4,400.00
	Brochures/flyers on general nutrition for health center clients		$ 5,945.00	$ 5,945.00
	SUBTOTAL:	-	$ 12,345.00	$ 12,345.00
H.	**INDIRECT COSTS:**			
	State Share: ____% of Total Salaries or ___% Total Direct Costs			
	or ___% of Modified Directs (provide what costs to be included)			
	Federal Share: ____% of Total Salaries or __% Total Direct Costs		$ 24,476.53	$ 24,476.53
	or __15.3_% of Modified Directs (A, B, C, E, G) **SUBTOTAL:**	-	$ 24,476.53	$ 24,476.53
	*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 Federal safety requirements with respect to production including			
	Prop 65 requirements for lead content.			

***TOTAL**	**$ 120,977.00**	**$ 1.65**	**$ 1.00**	**$ 0.65**	**$ 1,509,143.00**	**$ 939,554.85**	**$ 2,448,697.85**

***Budget follows NIA cost reimbursement model and reimburses subcontractors at 50%, but additional federal share allotment for monitoring and training of subcontractors.**

Note: Central Valley Health Network (CVHN) includes 13 participating health centers that provide general nutrition education at 114 clinic locations to 150,000 patients in 18 counties. As USDA expressed concerns about contracting with healthcare organizations, please note that CVHN is leveraging only FSNE-allowable nutrition education activities and funds. In addition, 1) CVHN does not use in-kind contributions to meet state share costs; 2) Neither the *Network* nor CVHN are aware of any applicable procurement regulations in California; 3) Seventy-seven percent of CVHN's patients have incomes at or below 100 percent of the Federal Poverty Level and CVHN is careful to only conduct primary prevention activities and to adhere to the FSNE guidelines; and 4) CVHN's FSNE state share comes from non-Federal sources including foundation grants, patient fees, and state funds. Health centers and clinics are located in the following California counties: Alameda, Butte, Colusa, Fresno, Glenn, Kern, Kings, Inyo, Merced, San Bernardino, San Joaquin, Solano, Stanislaus, Sutter, Tehama, Tulare, Yolo, and Yuba.

SUBCONTRACTOR BUDGET JUSTIFICATION
CLINICA SIERRA VISTA
FFY 2009

Contractor: Central Valley Health Network
Contract #: 07-65310

									State Share Total Dollars	Federal Share Total Dollars	Total Dollars
E.	**TRAVEL AND PER DIEM:**								$ -	$ 1,007	$ 1,007
	State Share:	$ -									
	Federal Share:	CVHN meetings in Fresno: 202 miles round trip @ $0.485 per mile x 4 trips = $391.88									
		Fiscal Training for Fiscal Rep. and Administrator: 202 miles round trip @ $0.485 per mile $97.97									
		Annual Network Conference travel (2 days): Mileage to Sacramento 576 miles @ $0.485/mile = $279.36, hotel @ $85/night x 2 people = $170, food @ $34/day x 2 people = $68 = $517.36 (Project Coordinator & Administrator will attend)									
								SUBTOTAL:	$ -	$ 1,007	$ 1,007
F.	**SUBCONTRACTORS:**		$ -						$ -	$ -	$ -
	State Share:										
	Federal Share:							**SUBTOTAL:**	$ -	$ -	$ -
G.	**OTHER COSTS:**								$ -	$ 1,478	$ 1,478
	State Share:										
	Federal Share:	Nutrition Education Materials $450: (1027 pamphlets @ $.15 each = $154, 10 nutrition education videos @ approximately $30 EA = $300)									
		Nutrition education materials required for the delivery of critical program services: $1024: 256 items (that include a nutrition education message) at no more than $4/item									
								SUBTOTAL:	$ -	$ 1,478	$ 1,478
H.	**INDIRECT COSTS:**										
	State Share:	14.52% of total allowable direct costs for year ended 3/31/06, was prepared by the CPA who performed the annual audit of the organization.									
	Federal Share:	14.52% of total allowable direct costs for year ended 3/31/06, was prepared by the CPA who performed the annual audit of the organization.									
								SUBTOTAL:	$ 23,768	$ 11,884	$ 35,653
	TOTAL				**$ 712,750**	**3.65**	**10%**	**355%**	**$ 187,462**	**$ 93,731**	**$ 281,193**
	*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.										

SUBCONTRACTOR BUDGET JUSTIFICATION
CLINICA SIERRA VISTA
FFY 2009

	POSITION DESCRIPTIONS:				
	State Match Positions				
	Nutritionist/Nutrition Educator/Nutrition Aide (positions 1-9)	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.			
	Federal Match Positions				
	Administrator (e.g., Director of Programs) (position 4)	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.			
	Nutritionist/Nutrition Educator/Nutrition Aide (positions 2, 3 & 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.			
	Project Coordinator (position 1)	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.			

SUBCONTRACTOR BUDGET JUSTIFICATION
CLINICA SIERRA VISTA
FFY 2009

Contractor: Central Valley Health Network
Contract #: 07-65310

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**		$ 38,998	$ 19,567	$ 58,565
	State Share:	33% of total salaries include: Social Security 6.2%, MediCare 1.45%, SUI 3.83%, SDI 0.6%, Worker's Comp 2%, 403B 4%, Health Insurance 9.82%			
	Federal Share:	33% of total salaries include: Social Security 6.2%, MediCare 1.45%, SUI 3.83%, SDI 0.6%, Worker's Comp 2%, 403B 4%, Health Insurance 9.82%			
		SUBTOTAL:	$ 38,997.75	$ 19,567.32	$ 58,565
C.	**OPERATING EXPENSES:**		$ 6,521.00	$ 500	$ 7,021
	State Share:	Nutrition related salary cost is 16% of budgeted annual salary cost of CPSP x 50%.			
		Annual costs:			
		Rent @ $11,041.20 x 16% = $1,766.59			
		Courier @ $1553.65 x 16% = $248.58			
		Custodial @ $19,567.76 x 16% = $3,130.84			
		Security @ $4,747.60 x 16% = $759.62			
		Utilities @ $13,534.64 x 16% = $2,165.54			
		Communication Lines @ $5,115.50 x 16% = $818.48			
		Telephones @ $4,710.89 x 16% = $753.74			
		Printing/Duplicating @ 13,343.48 x 16% = $2134.96 (2134 copies @ $0.01 per copy for nutrition class flyers and newsletters)			
		Office/Janitorial Supplies @ $7,575.34 x 16% = $1,212.05			
		Postage @ $321.97 x 16% = $51.52 (132 stamps @ $0.39 for flyers to promote nutrition classes and newsletters to FSNE eligibles)			
		Total $13,041.92 X 50% = $6,521			
	Federal Share:	Color copies of CVHN Newsletters for distribution: 2,500 newsletters @ $0.20 each = $500.00			
			$ -	$ -	$ -
		SUBTOTAL:	$ 6,521	$ 500	$ 7,021
D.	**EQUIPMENT EXPENSES:**	$ -			
	State Share:		$ -	$ -	$ -
	Federal Share:				
		SUBTOTAL:	$ -	$ -	$ -

SUBCONTRACTOR BUDGET JUSTIFICATION
COMMUNITY MEDICAL CENTERS, INC.
FFY 2009

Contractor: Central Valley Health Network
Contract #: 07-65310

A	PERSONNEL SALARIES:									
	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administ	5. Percentage FTE Time for Direct	6. State Share Total Dollars	7. Federal Share Total Dollars	8. Total Dollars
	STATE SHARE POSITIONS								
	1. Name:	Angeles Meza							
	Title:	Health Educator	$40,310	0.6	0	60%	$24,186	$ -	$24,186
	2. Name:	Gabriela Brambila							
	Title:	Health Educator	$34,617	0.6	0	60%	$20,770	$ -	$20,770
	3. Name:	Dolores Barajas							
	Title:	Health Educator	$36,173	0.6	0	60%	$21,704	$ -	$21,704
	Name:								
	Title:								
	FEDERAL SHARE POSITIONS								
	1. Name:	Yolanda Corona							
	Title:	Health Educator	$34,739	0.9	0	90%	$ -	$31,265	$31,265
	SUBTOTAL		**$145,839**	**2.7**	**0%**	**270%**	**$66,660**	**$ 31,265.00**	**$ 97,925.00**
	SAMPLE POSITION DESCRIPTIONS:								
	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 heath benefits of proper nutrition and physical activity.							

SUBCONTRACTOR BUDGET JUSTIFICATION
COMMUNITY MEDICAL CENTERS, INC.
FFY 2009

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**	$ 13,332	$ -	$ 13,332
	State Share Calculated at 20%		$ 6,253	$ 6,253
	Federal Sha Calculated at 20%			
	20% includes the following: 7.8% Taxes, 4.2% group insurance, 5.0% Workmen's Compensation,			
	1.0% long term disability, 1.0% retirement plan and 1.% other.			
	SUBTOTAL:	$ 13,332.00	$ 6,253.00	$ 19,585
C.	**OPERATING EXPENSES:**		$ -	
	State Share:			
	Federal Share:	$ -		
	SUBTOTAL:	$ -	$ -	$ -
D.	**EQUIPMENT EXPENSES:**			
	State Share:		$ -	
	Federal Share:			
	SUBTOTAL:	$ -	$ -	$ -
E.	**TRAVEL AND PER DIEM:**			
	State Share:			
	Federal Share:			
	SUBTOTAL:	$ -	$ -	
		State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**

SUBCONTRACTOR BUDGET JUSTIFICATION
COMMUNITY MEDICAL CENTERS, INC.
FFY 2009

Contractor: Central Valley Health Network
Contract #: 07-65310

F.	**SUBCONTRACTORS:**									$ -	$ -	$ -
	State Share:											
	Federal Share:											
									SUBTOTAL:	$ -	$ -	$ -
G.	**OTHER COSTS:**									$ -	$ 2,247	$ 2,247
	State Share:											
	Federal Share:											
	Educational Displays including food models, nutrient display models and Disease Prevention Models										$ 1,047	$ 1,047
	Professional Resources including Nutritional Reference Books and Resources										$ 300	$ 300
	General Nutrition Educational brochures and pamphlets										$ 831	$ 831
	General Nutrition Educational Videos for classes										300	$300
									SUBTOTAL:	$ -	$ 2,478	$ 2,478
H.	**INDIRECT COSTS:**											
	State Share:	___% of Total Salaries or ___% Total Direct Costs										
		or ___% of Modified Directs (provide what costs to be included)										
	Federal Share:	___% of Total Salaries or ___% Total Direct Costs										
		or ___% of Modified Directs (provide what costs to be included)							**SUBTOTAL:**	$ -	$ -	$ -
		TOTAL					$ -	0%	0%	0%	**$79,992**	**$39,996**	**$119,988**

*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.

SUBCONTRACTOR BUDGET JUSTIFICATION
DEL NORTE CLINICS, INC
FFY 09 Plan

Contractor: Central Valley Health Network
Contract #: 07-65310

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: Rose Schottman Title: Registered Dietician	$ 57,985	0.260		26.00%	$ 15,076		$ 15,076
2.	Name: Cathy Bates, RN Title: Perinatal Coordinator	$ 57,985	0.125		12.50%	$ 7,248		$ 7,248
3.	Name: Steve Naiman Title: Community Outreach Coordinator	$ 45,427	0.070		7.00%	$ 3,179		$ 3,179
4	Name: Cindy Snelgrove, RN Title: Director of Nursing	$ 94,436	0.056		5.60%	$ 5,288		$ 5,288
5	Name: Trulie Strom, RN Title: Nursing Supervisor	$ 63,926	0.020		2.00%	$ 1,279		$ 1,279
6	Name: Silvia Sanchez, LVN Title: Nursing Supervisor	$ 47,699	0.020		2.00%	$ 954		$ 954
7	Name: Marylin Anderson, LVN Title: Nursing Supervisor	$ 50,079	0.020		2.00%	$ 1,002		$ 1,002
8	Name: Rachelle Boges, LVN Title: Nursing Supervisor	$ 50,079	0.020		2.00%	$ 1,002		$ 1,002
9	Name: Kathy Cawthon, RN Title: Nursing Supervisor	$ 77,707	0.020		2.00%	$ 1,554		$ 1,554
10	Name: Pamela Howard, LVN Title: Nursing Supervisor	$ 50,079	0.020		2.00%	$ 1,002		$ 1,002
11	Name: Sephanie Donaldson, LVN Title: Nursing Supervisor	$ 37,368	0.020		2.00%	$ 747		$ 747
12	Name: Barbara Hinman, LVN Title: Nursing Supervisor	$ 50,079	0.020		2.00%	$ 1,002		$ 1,002
13	Name: Barinder Johal, LVN Title: Nursing Supervisor	$ 57,985	0.020		2.00%	$ 1,160		$ 1,160
	FEDERAL SHARE POSITIONS							
1.	Name: **TBH** Title: Registered Dietician	$ 57,985	0.310		31.00%		$ 17,975	$ 17,975
	SUBTOTAL	**$ 798,820**	**1.00**	**0%**	**100%**	**$ 40,493**	**$ 17,975**	**$ 58,468**

POSITION DESCRIPTIONS:					
Administrator (e.g., Director of Programs)-S4	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.				
Dietician-S1, F1	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.)-S2	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.				
Community Outreach Worker/Community Liason-S3	Conducts nutrition education, physical activity promotion interventions in the community setting. Works with CBO's to increase the reach of nutrition education intervention to FNSE eligibles.				
Nurse/Nurse Supervisor/Nurse Aide RN-S5, S6, S7, S8, S9, S10, S11, S12, S13	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).				
				State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
B. FRINGE BENEFITS:				$ -	$ -	$ -
State Share:				$ 10,123		
25% to employees distributed as follows: SDI/SUI: 3%, FUDA: 6%, FDI: 1%, Social Security: 7.6%, FU tax: 3%, personal insurance: 5%						
Federal Share:					$ 4,494	
25% to employees distributed as follows: SDI/SUI: 3%, FUDA: 6%, FDI: 1%, Social Security: 7.6%, FU tax: 3%, personal insurance: 5%						
			SUBTOTAL:	$ 10,123	$ 4,494	$ 14,617
C. OPERATING EXPENSES:				$ -	$ -	$ -
State Share:						
Federal Share:						
				$ -	$ -	$ -
			SUBTOTAL:	$ -	$ -	$ -

SUBCONTRACTOR BUDGET JUSTIFICATION
DEL NORTE CLINICS, INC
FFY 09 Plan

Contractor: Central Valley Health Network
Contract #: 07-65310

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
D.	EQUIPMENT EXPENSES:											
	State Share:									$ -	$ -	$ -
	Federal Share:											
									SUBTOTAL:	$ -	$ -	$ -
E.	TRAVEL AND PER DIEM:									$ 573	$ -	$ -
	State Share:								Total			
	Staff:											
	Rose Schottman: 364 miles per month @ $ 0.505 per mile = $176.75 x 12 = $2,121 x .26 FTE = $572.67								573			
	Federal Share:		#Trips	hotel	Per Diem	Registration	R/T Mil .505		Total			
	TBH Dietician											
	CVHN Program Coordinator Meetings		4	$95(84+tax)x 4=380	40x4=160	0	360 x .505 = 181.80 x 4 = 727		1,267		1,267	
	Fiscal Training		1		0	0	100 x .505 = 50.5		51		51	
	Network Media Training		1		0	0	100 x .505 = 50.5		51		51	
	Network Conference		1		0	100	100 x .505 = 50.5		151		151	
	Catrina Avila (Finance Analyst)						100 x .505 = 50.5		51		51	
	This position does not incur State Share, but is fiscal reporter for FSNE program.											
	Fiscal Training		1	1	0	0	0	0	-			
	TBH Dietician: 350 miles per month @ $0.505 per mile = $176.75 x 12 = $2,121 x .31 FTE = $636.30								636		636	
									SUBTOTAL:	$ 573	$ 2,207	$ 2,780
F.	SUBCONTRACTORS:									$ -	$ -	$ -
	State Share:											
	Federal Share:											
									SUBTOTAL:	$ -	$ -	$ -

SUBCONTRACTOR BUDGET JUSTIFICATION
DEL NORTE CLINICS, INC
FFY 09 Plan

Contractor: Central Valley Health Network
Contract #: 07-65310

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
G.	**OTHER COSTS:**											$ -	$ -
	State Share:												
	Federal Share:									Total		$ 1,342	
	Includes nutrition education materials such as curriculum and videos: $542.									542			
	*Nutrition Education Materials required for the delivery of critical program services (that contain a nutrition message) for 200 clients @ no more than $4 per item: $800									800			
										SUBTOTAL:		$ 1,342	$ 1,342
H.	**INDIRECT COSTS:**												
	State Share:	18.6% of total salaries of state salaries									7,532		
												3,343	
	Federal Share:	18.6% of total federal salaries											
										SUBTOTAL:	$ 7,532	$ 3,343	$ 10,875
	*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.												
	TOTAL										**$ 798,819.84**	**100%**	**0%**	**100%**	**$ 58,721**	**$ 29,361**	**$ 88,082**

SUBCONTRACTOR BUDGET JUSTIFICATION
FAMILY HEALTH CARE NETWORK
FFY 2009 Plan

A	PERSONNEL SALARIES:								
	1. Name and Position Title		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:	Janet Paine							
	Title:	Administrator (Director of Integrated Services)	$ 100,221.00	0.25	25%		$ 25,055.00		$ 25,055.00
2.	Name:	Patty Vega-Duran							
	Title:	Nutritionist	$ 52,500.00	0.80		80%	$ 42,000.00		$ 42,000.00
3.	Name:	Josh Camacho							
	Title:	Finance Analyst (Grants/Contracts Reporting Analyst)	$ 36,757.00	0.25	25%		$ 9,189.00		$ 9,189.00
4.	Name:	Patty Espinoza							
	Title:	Health Educator	$ 29,863.00	0.30		30%	$ 8,959.00		$ 8,959.00
5.	Name:	Quirino Moran							
	Title:	Health Educator	$ -	0.20		20%	$ -		$ -
6.	Name:	Veronica Ruiz							
	Title:	Health Educator	$ 25,309.00	0.25		25%	$ 6,327.00		$ 6,327.00
7.	Name:	Sandra Solis							
	Title:	Health Educator	$ -	0.25		25%	$ -		$ -
8.	Name:	Carmen Moreno							
	Title:	Health Educator	$ 26,486.00	0.25		25%	$ 6,622.00		$ 6,622.00
9.	Name:	Sylvia Garrett							
	Title:	Health Educator	$ 35,180.00	0.75		75%	$ 26,385.00		$ 26,385.00
10	Name:	Beatriz Herrera							
	Title:	Health Educator	$ 32,304.00	0.25		25%	$ 8,076.00		$ 8,076.00
11	Name:	Pauline Juarez							
	Title:	Health Educator	$ 30,751.00	0.25		25%	$ 7,688.00		$ 7,688.00
12	Name:	Veronica Chavez							
	Title:	Health Educator	$ 34,944.00	0.25		25%	$ 8,736.00		$ 8,736.00
13	Name:	OPEN							
	Title:	Health Educator	$ 30,000.00	0.50		50%	$ 15,000.00		$ 15,000.00
14	Name:	Roberta Villafana							
	Title:	Health Educator	$ -	0.45		45%	$ -		$ -
	FEDERAL SHARE POSITIONS								
1.	Name:	Denise Puder							
	Title:	Project Coodinator (Director of Health Education)	$ 52,000.00	0.25	25%			$ 13,000.00	$ 13,000.00
2.	Name:	Mercedeh Deyhim							
	Title:	Nutritionist	$ 56,000.00	0.90		90%		$ 50,400.00	$ 50,400.00
3.	Name:	Gloria Gomez-Rodriguez							
	Title:	Health Educator	$ 28,733.00	0.25		25%		$ 7,183.00	$ 7,183.00
4.	Name:	Patricia Martinez							
	Title:	Health Educator	$ 35,547.00	0.75		75%		$ 26,660.00	$ 26,660.00
		SUBTOTAL	**$ 606,595.00**	**7.15**	**75%**	**640%**	**$ 164,037.00**	**$ 97,243.00**	**$ 261,280.00**

	POSITION DESCRIPTIONS:	
	Accountant/Finance Analyst (S3)	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) (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.
	Health Educator (including Health Aide, Health Promotion Instructor, etc.) (S4-S14, F3, F4)	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.
	Nutritionist/Nutrition Educator/Nutrition Aide (S2, F2)	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.
80	Project Coordinator (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, 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.

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	FRINGE BENEFITS:				
	State Share:		$ 42,551		$ 42,551
	Social Security	6.20%			
	Medicare	1.45%			
	State Unemployment	1.20%			
	Pension	4.00%			
	Deferred	1.35%			
	Health Insurance	7.74%			
	Dental Insurance	1.09%			
	Life Insurance	0.11%			
	Long Term Disablility	0.30%			
	Workers Compensation	2.50%			
	Total	25.94%			
	Federal Share:			$ 25,225	$ 25,225
	Social Security	6.20%			
	Medicare	1.45%			
	State Unemployment	1.20%			
	Pension	4.00%			
	Deferred	1.35%			
	Health Insurance	7.74%			
	Dental Insurance	1.09%			
	Life Insurance	0.11%			
	Long Term Disablility	0.30%			
	Workers Compensation	2.50%			
	Total	25.94%			
		SUBTOTAL:	$ 42,551	$ 25,225	$ 67,776

SUBCONTRACTOR BUDGET JUSTIFICATION
FAMILY HEALTH CARE NETWORK
FFY 2009 Plan

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C.	OPERATING EXPENSES:												
	State Share:										$ 15,495		$ 15,495
	Office Supplies: Pens, pencils, paper, paper clips, staples, folders, binders, printer cartridges, etc.; Allocation: FTE % based on CY2006 Visits (76% State, 24% Federal - see "Budget - Staff Worksheet" for documentation)												
	Forms: Various forms for nutrition education patients and staff; Allocation: FTE % based on CY2006 Visits (76% State, 24% Federal - see "Budget - Staff Worksheet" for documentation)												
	Federal Share:											$ 4,957	$ 4,957
	Office Supplies: Pens, pencils, paper, paper clips, staples, folders, binders, printer cartridged, etc.; Allocation: FTE % based on CY2006 Visits (76% State, 24% Federal - see "Budget - Staff Worksheet" for documentation)												
	Forms: Various forms for nutrition education patients and staff; Allocation: FTE % based on CY2006 Visits (76% State, 24% Federal - see "Budget - Staff Worksheet" for documentation)												
										SUBTOTAL:	$ 15,495	$ 4,957	20452
D.	EQUIPMENT EXPENSES:												
	State Share:										$ -		$ -
	Federal Share:											$ -	$ -
										SUBTOTAL:	$ -	$ -	$ -
E.	TRAVEL AND PER DIEM:												
	State Share:										$ 2,183		$ 2,183
	Various State Staff	# Trips	# Days	Per Diem	Registration	Lodging	1 Trip	Mileage Rate	Total				
	Health Educators (13 x 261 miles each = 3390)							0.51	$ 1,729.00				
	Mileage between sites for general nutrition related Health Education encounters with patients												
	Nutritionists (2 x 300 miles each = 600)							0.51	$ 303.00				
	Mileage between sites for general nutrition related Health Education encounters with patients												
	Project Coodinator (1 x 300 miles each = 300)							0.51	$ 151.50				
	Mileage between sites for Nutrition Program related administratrion activities such as training, staff meetings, etc.												
	Federal Share:											$ 1,177	$ 1,177
	Janet Paine (Program Coordinator)	# Trips	# Days	Per Diem	Registration	Lodging	mileage	Mileage Rate	Total				
	CVHN Program Coordinator Meetings	4	4	0	0	0		0.51	$ 181.80				
	Fiscal Training	1	1	0	0	0		0.51	$ 45.45				
	Network Media Training	1	2	$ 80.00	0	$ 100.00		0.51	$ 402.20				
	Network Conference	1	2	$ 80.00	$ 100.00	$ 100.00		0.51	$ 502.20				
	Josh Camacho (Finance Analyst)												
	Fiscal Training	1	1	0	0	0		0.51	$ 45.45				
										SUBTOTAL:	$ 2,183	$ 1,177	$ 3,360
F.	SUBCONTRACTORS:												
	State Share:										$ -		$ -
	Federal Share:											$ -	$ -
										SUBTOTAL:	$ -	$ -	$ -

SUBCONTRACTOR BUDGET JUSTIFICATION
FAMILY HEALTH CARE NETWORK
FFY 2009 Plan

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
G.	OTHER COSTS:											
	State Share:									$ 1,478		$ 1,478
	Education Materials											
	General nutrition DVDs: 2 English + 2 Spanish = 4 @ $119 each = 476.00 + 112.50 Shipping and Handling = $588.50											
	General nutrition VHS Videos: 2 English + 2 Spanish = 4 @ $89 each = 356.00 + 93.50 Shipping and Handling = $449.50											
	Nutrition Education Materials required for the delivery of critical program services:											
	Various items with a nutrition message, at no more than $4 a piece, for a total of $440											
	Federal Share:										$ 1,805	$ 1,805
	Food Demos / Taste Testings											
	To be distributed at Community Health Fairs to promote healthy eating: 7HF x $75 food/materials expense = $525. 210 people for no more than $2.50/each including supplies (forks, plates, etc.)											
	Education Materials											
	Nutrition Newsletter: 3878 printed @ $.33 each = $1280											
	Nutrition Education Events/Classes											
									SUBTOTAL:	$ 1,478	$ 1,805	$ 3,283
H.	INDIRECT COSTS:											
	State Share:	25% of Total Salaries										
	Family HealthCare Network's actual indirect cost is 68%. Therefore, we request 25% of Total Salaries be recognized as our indirect rate for this program									$ 41,009		$ 41,009
	Federal Share:	25% of Total Salaries										
	Family HealthCare Network's actual indirect cost is 68%. Therefore, we request 25% of Total Salaries be recognized as our indirect rate for this program										$ 24,311	$ 24,311
									SUBTOTAL:	$ 41,009	$ 24,311	72388
								TOTAL	$ 805,241.00	7.15	75%	640%	$ 309,426	$ 154,718	$ 464,144
	**Expenditures on nutriton education items or promotional items must have prior CA Dept. 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.											

A PERSONNEL SALARIES:

	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. State Match Total Dollars	7. Federal Match Total Dollars	8. Total Dollars
	STATE MATCH POSITIONS								
1.	Name:	Kennoris Bates, RD							
	Title:	Registered Dietitian	$ 74,063.81	0.1500	0.0000	15%	$ 11,110	$ -	$ 11,110
2.	Name:	Lori Buendia							
	Title:	Childrens Health Coordinator (Puentes)	$ 78,511.68	0.0500	0.0000	5%	$ 3,926	$ -	$ 3,926
3.	Name:	Hilda Navarette							
	Title:	Health Educator II	$ 32,662.66	0.1500	0.0000	15%	$ 4,899	$ -	$ 4,899
4.	Name:	Teresa Quezada							
	Title:	Health Educator III	$ 28,574.21	0.2500	0.0000	25%	$ 7,144	$ -	$ 7,144
5.	Name:	Marlene Perez							
	Title:	Health Educator III	$ 38,143.87	0.2500	0.0000	25%	$ 9,536	$ -	$ 9,536
6.	Name:	Teresa Salentine							
	Title:	Health Educator III	$ 42,793.92	0.2500	0.0000	25%	$ 10,698	$ -	$ 10,698
7.	Name:	Mayra Campos							
	Title:	Health Educator III	$ 34,392.38	0.1500	0.0000	15%	$ 5,159	$ -	$ 5,159
8.	Name:	Allyson Holman							
	Title:	Health Educator III	$ 38,166.34	0.2500	0.0000	25%	$ 9,542	$ -	$ 9,542
9.	Name:	Guadalupe Montano-Tristan							
	Title:	Health Educator III	$ 34,549.63	0.2500	0.0000	25%	$ 8,637	$ -	$ 8,637
10.	Name:	Ernestina Chavez							
	Title:	Health Educator III	$ 23,879.23	0.2500	0.0000	25%	$ 5,970	$ -	$ 5,970
11.	Name:	Bella Rodriguez							
	Title:	Puentes Health Educator II	$ 37,357.63	0.0500	0.0000	5%	$ 1,868	$ -	$ 1,868
12.	Name:	Martha Quiralte							
	Title:	Puentes Health Educator II	$ 31,651.78	0.2500	0.0000	25%	$ 7,913	$ -	$ 7,913
13.	Name:	Maria Alvarado							
	Title:	Puentes Health Educator II	$ 30,124.22	0.2500	0.0000	25%	$ 7,531	$ -	$ 7,531
14.	Name:	Sandra Lopez							
	Title:	Puentes Health Educator II	$ 32,572.80	0.2500	0.0000	25%	$ 8,143	$ -	$ 8,143
15.	Name:	Patricia Rojas							
	Title:	Puentes Health Educator II	$ 30,146.69	0.2500	0.0000	25%	$ 7,537	$ -	$ 7,537
16.	Name:	Sara Valdivia							
	Title:	Puentes Health Educator II	$ 30,416.26	0.2500	0.0000	25%	$ 7,604	$ -	$ 7,604
17.	Name:	Sukhwinder Sooch							
	Title:	Puentes Health Educator II	$ 29,899.58	0.0500	0.0000	5%	$ 1,495	$ -	$ 1,495
19.	Name:	Belinda Rodrigues							
	Title:	Patient Care Coordinator	$ 33,179.33	0.1000	0.0000	10%	$ 3,318	$ -	$ 3,318

21.	Name:	Mariana L. Marin							
	Title:	Patient Care Coordinator	$ 37,739.52	0.1000	0.0000	10%	$ 3,774	$ -	$ 3,774
FEDERAL MATCH POSITIONS									
4.	Name:	Juanita Sanchez							
	Title:	Health Educator III	$ 38,331.90	0.5000	0.0000	50%	$ -	$ 19,166	$ 19,166
5.	Name:	Gloria Obando							
	Title:	Health Educator III	$ 40,257.15	0.5000	0.0000	50%	$ -	$ 20,129	$ 20,129
6.	Name:	Saida Sanchez							
	Title:	Health Educator III	$ 42,268.93	0.5000	0.0000	50%	$ -	$ 21,134	$ 21,134
	SUBTOTAL		**$ 839,684**	**5.0500**	**0.0000**	**505%**	**$ 125,804**	**$ 60,429**	**$ 186,233**

POSITION DESCRIPTIONS:

Administrator (e.g., Director of Programs) equivalent to Nutrition Coordinator, (S1 Nutrition Coordinator)	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 r
Dietician, (F3 Registered 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.
Family Advocate (S18-S19 Patient Care Coordinator)	Provides nutrition education to students and their families, and recruits FSNE eligibles for group nutrition/cooking classes. Provides nutrition, physical activity and food stamp promotion resources to students and their parents.
Health Educator (including Health Aide, Health Promotion Instructor, etc.) (S3-S17, F1-F3 Health Educator) (S2-Childrens Health Coordinator)	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.

SUBCONTRACTOR BUDGET JUSTIFICATION
GOLDEN VALLEY HEALTH CENTER
FFY 09 Plan

Contractor: Central Valley Health Network
Contract #: 07-65310

	State Match Total Dollars	Federal Match Total Dollars	Total Dollars
B. FRINGE BENEFITS:			
State Match: 28% of salaries(FICA 7.71%, SUI 0.93%, FUTA 0.02%, WORKERS COMP 1.32, RETIREMENT 10%, HEALTH INSURANCE 7.8%, GROUP TERM LIFE 0.17%, LONG-TERM DISABILITY 0.42%)	$ 35,691	-	$ 35,691
Federal Match: 28% of salaries(FICA 7.71%, SUI 0.93%, FUTA 0.02%, WORKERS COMP 1.32, RETIREMENT 10%, HEALTH INSURANCE 7.8%, GROUP TERM LIFE 0.17%, LONG-TERM DISABILITY 0.42%)	-	$ 17,144	$ 17,144
SUBTOTAL	$ 35,691	$ 17,144	$ 52,834
C. OPERATING EXPENSES:			
State Match:	$ -	$ -	$ -
Federal Match:	$ -	-	$ -
SUBTOTAL:		$ -	$ -
D. EQUIPMENT EXPENSES:			
State Match:	$ -	$ -	$ -
Federal Match:	$ -	-	$ -
SUBTOTAL:	$ -	$ -	$ -
E. TRAVEL AND PER DIEM:			
State Match:	$ -	$ -	$ -
Federal Match:	$ -	$ -	$ -
SUBTOTAL:	$ -	$ -	$ -
F. SUBCONTRACTORS:			
State Match:	$ -	$ -	$ -
Federal Match:	$ -	$ -	$ -
SUBTOTAL:	$ -	$ -	$ -

	State Match Total Dollars	Federal Match Total Dollars	Total Dollars
G. OTHER COSTS:	$ -	$ -	$ -
State Match:			
Federal Match: Includes nutritional educational materials such as videos as well as *Nutrition Education Materilas required for the delivery of critical program services (that include a nutrition message).	$ -	$ 3,861	$ 3,861
SUBTOTAL:	$ -	$ 3,861	$ 3,861

H. INDIRECT COSTS:

State Match:							
Federal Match:@ 21.64% of total personnel and fringe benefits (Total indirect expense divided by total direct expense to yield a percent indirect cost)					$ 34,947	$ 16,787	$ 51,734
SUBTOTAL:					$ 34,947	$ 16,787	$ 51,734
TOTAL	**$ 839,684**	**5.0500**	**0.0000**	**505%**	**$ 196,442**	**$ 98,220**	**$ 294,662**

*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.

SUBCONTRACTOR BUDGET JUSTIFICATION
INLAND BEHAVIORAL HEALTH SERVICES
FFY 2009 Plan

Contractor: Central Valley Health Network
Contract 07-653 10

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:	Miguel Orozco Lopez							
		Title:	Community Outreach Liaison	37,440	0.5		50%	18,720		18,720
	2.	Name:	Susan Nieblas							
		Title:	Community Outreach/Education	33,280	0.5		50%	16,640		16,640
	3.	Name:	Laura Corrales							
		Title:	Medical Assistant	30,160	0.35		35%	10,556		10,556
	FEDERAL SHARE POSITIONS									
	1.	Name:	Daisy Rivas							
		Title:	Project Coordinator (Program Coordinator)	38,480	0.45		45%		17,316	17,316
	2.	Name:	Christina Sarabin							
		Title:	Accountant	38,480	0.05	5%			1,924	1,924
	SUBTOTAL			**177,840**	**1.85**	**5%**	**180%**	**45,916**	**19,240**	**65,156**

POSITION DESCRIPTIONS:	
Community Outreach Worker/Community Liaison S-1, S-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 people.
Medical Assistant S-3	Demonstrates safe food handing and personal hygiene to prevent food borne illness, provide nutrition-related services to staff, parents, and students and promotes physical activity within the context of nutrition education. (This does not include any medical nutrition therapy).
Accountant/Finance Analyst (F2)	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.
Project Coordinator F-1	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.

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**		$ 10,033	$ 4,204	$ 14,237
	State Match: Payroll Taxes @7.75% Workmancomp,Unemployment Ins @3.35% & Health,Dental,Vision,401K @10.75%				
	Federal Match:	**Payroll Taxes @7.75% Workmancomp,Unemployment Ins @3.35% & Health,Dental,Vision,401K @10.75%**			
		Includes payroll taxes and medical/dental benefits at 21.85% of salaries			
		SUBTOTAL:	$ 10,033	$ 4,204	$ 14,237
C.	**OPERATING EXPENSES:**		$ -	$ -	$ -
	State Share:	**(7.5%: FTE Ratio 1.35 FTEs : Total 18 FTEs)**			
		Office & Printing Supplies from Staples ($751 per month @7.5%)	676		676
		Building Maintenance Supplies from Waxi Supplies ($809 per month @ 7.5%)	728		728
		Telephone Services with Verizon ($1,852 per month @ 7.5%)	1,667		1,667
		Postage ($346 per month @ 7.5%)	311		311
		Utilities with SCE,SCG,SB Water ($4,050 per month @ 7.5%)	3,645		3,645
		Building Site Lease ($ 4,180 per month @ 7.5%)	3,762		3,762
	Federal Share:	**(2.5%: FTE Ratio .45 FTE : 18 FTEs)**			
		Office & Printing Supplies from Staples ($751 per month @2.50%)		225	225
		Building Maintenance Supplies from Waxi Supplies ($809 per month @ 2.5%)		243	243
		Telephone Services with Verizon ($1,852 per month @ 2.5%)		556	556
		Postage ($346 per month @ 2.5%)		104	104
		Utilities with SCE,SCG,SB Water ($4,050 per month @ 2.5%)		927	927
		Building Site Lease ($ 4,180 per month @ 2.5%)		1,254	1,254
			$ -	$ -	$ -
		SUBTOTAL:	$ 10,789	$ 3,309	$ 14,098
D.	**EQUIPMENT EXPENSES:**				
	State Share:		$ -	$ -	$ -
	Federal Share:				
		SUBTOTAL:	$ -	$ -	$ -

												State Share Total Dollars	Federal Share Total Dollars	Total Dollars
E.	**TRAVEL AND PER DIEM:**											$ -	$ -	$ -
	State Share:													
	Staff		# Trips	# Days	Per Diem	Lodging	Round Trip	Total						-
		For 2 Community Outreach Employees 250 Miles per month per employee @ .42										$ 2,520		2,520
														-
														-
														-
	Federal Share:						*Air Fare Parking	*Round Trip Mileage	*Lodging	*Per Diem	Conference Registration			
	1	Program Coordinator---Four (quarterly) CVHN nutrition program Coordinator Mtgs.						500mi x.42x4	95.00x4	40.00x2x4				-
	2	CFO---'One Fiscal Training In Riverside						20mi x .42						-
	3	Program Coordinator ---One Network Media Training					275.00		95.00	40.00x2				-
	4	Program Coordinator--One Network Conference					275.00		288.00	40.00x2	100			-
	5	Program Coordinator--Nutrition Network Collaborative @ 4 Mtgs						20mi x.42x4						-
		Total Travel					550.00	882.00	763.00	480.00	100		$ 2,775	2,775
		***Air fare from San Bernardino to sac 250 per r/t. Parking 25.00 per trip**												-
		*** used .42 as mileage reimbursement rate**												-
		***Hotel 84.00 plus tax per night per person**												-
		*** Per Diem 40.00 per day per person**												-
														-
		For Project Coordinator 180 Miles per month @ .42 per mile = 907.00 to provide nutrtion education in the community											907	907
											SUBTOTAL:	$ 2,520	$ 3,682	$ 6,202
F.	**SUBCONTRACTORS:**											$ -	$ -	$ -
	State Share:													-
														-
	Federal Share:													-
											SUBTOTAL:	$ -	$ -	$ -
G.	**OTHER COSTS:**											$ -	$ -	$ -
	State Share:													
		Nutrition presentations with food demos at $1,500 (not to exceed $2.5 per person-including supplies)										$ 1,500		1,500
		*Nutrition Education Materials for delivery of critical program services with nut ed message at community events										$ 872		872
		(at no more than $4 each) =$872												

SUBCONTRACTOR BUDGET JUSTIFICATION
INLAND BEHAVIORAL HEALTH SERVICES
FFY 2009 Plan

												State Share Total Dollars	Federal Share Total Dollars	Total Dollars
	Federal Share:													
		Taste testing at nutrition presentations at $2,400(not to exceed $2.5 per person-including supplies)											5,140	5,140
		*Nutrition Education Materials for delivery of critical program services with nut ed message at community events												-
		(at no more than $4 each) =$2,740												-
														-
											SUBTOTAL:	$ 2,372	$ 5,140	7,512
														-
H.	**INDIRECT COSTS:**													-
	State Share:			___% of Total Salaries or ___% Total Direct Costs										-
				or 25% of Modified Directs (Salaries, Benefits, Operating & Tavel)								17,314		17,314
														-
	Federal Share:			___% of Total Salaries or ___% Total Direct Costs									7,608	7,608
				or 25% of Modified Directs (Salaries, Benefits, Operating & Tavel)							**SUBTOTAL:**	$ 17,314	$ 7,608	$ 24,922
	*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 Federal safety requirements with respect to production including													
	Prop 65 requirements for lead content.													
	TOTAL											**88,944**	**43,183**	**132,127**

SUBCONTRACTOR BUDGET JUSTIFICATION
LA CLINICA DE LA RAZA
FFY 2009 Plan

Contractor: Central Valley Health Network
Cotract #: 7-65310

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									
	2	Name:	Carlos Flores							
		Title:	Program Coordinator	$43,168	0.03	0.00%	3.00%	1,295		1,295
	2.	Name:	Daniel Fenyvesi							
		Title:	Dietician	$55,224	0.3	0.00%	30.00%	16,567		16,567
	3	Name:	Maria Garcia							
		Title:	Clinical Health Educator	$32,896	0.4	0.00%	40.00%	13,158		13,158
	1.	Name:	Josefina Rodriguez							
		Title:	Clinical Health Educator	$36,878	0.4	0.00%	40.00%	14,751		14,751
	6	Name:	Maria Pilar Tudela							
		Title:	Adult Community Education Supervisor	$50,233	0.2	0.00%	20.00%	10,047		10,047
	7	Name:	Leticia Gonzalez							
		Title:	Community Health Educator	$32,896	0.05	0.00%	5.00%	1,645		1,645
	6	Name:	Viviana Rodriguez							
		Title:	Community Health Educator	$39,294	0.05	0.00%	5.00%	1,965		1,965
	8	Name:	Asatu Hall							
		Title:	CAV Perinatal Case Manager	$48,671	0.1	0.00%	10.00%	4,867		4,867
	9	Name:	Ramses Munoz							
		Title:	CAV Health Educator	$37,016	0.15	0.00%	15.00%	5,552		5,552
	FEDERAL SHARE POSITIONS									
	1	Name:	Joan Thompson							
		Title:	Dietician	$72,251	0.1	0.00%	10.00%		7,225	7,225
	4	Name:	Anna Dorman							
		Title:	Clinical Health Ed Manager	$73,437	0.1	0.00%	10.00%		7,344	7,344
	2	Name:	Carlos Flores							
		Title:	Program Coordinator	$43,168	0.17	0.00%	17.00%		7,339	7,339
	3	Name:	Ramses Munoz							
		Title:	CAV Health Educator	$37,016	0.15	0.00%	15.00%		5,552	5,552
	4	Name:	Leticia Gonzalez							
		Title:	Community Health Educator	$32,896	0.15	0.00%	15.00%		4,934	4,934
	7	Name:	Jaime Lozano							
		Title:	Community Health Educator	$36,113	0.05	0.00%	5.00%		1,806	1,806
	SUBTOTAL			**$627,989**	**2.4**	**0**	**240%**	**69,847**	**34,200**	**104,047**

SUBCONTRACTOR BUDGET JUSTIFICATION
LA CLINICA DE LA RAZA
FFY 2009 Plan

POSITION DESCRIPTIONS:					
Program Coordinator, Adult Community Education Supervisor	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 heath benefits of proper nutrition and physical activity.				
		State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**	
B. FRINGE BENEFITS:					
State Share:					
Includes payroll taxes and medical/dental benefits at 26.6% of salaries		18,579			
(Dental and Health @ 13%, Wkcomp @3%,Payroll Taxes @ 8%,Pension @ 2.6%)					
Federal Share:					
Includes payroll taxes and medical/dental benefits at 26.6% of salaries			9,097		
(Dental and Health @ 13%, Wkcomp @3%,Payroll Taxes @ 8%,Pension @ 2.6%)					
	SUBTOTAL:	18,579	9,097	27,676	
C. OPERATING EXPENSES:					
State Share:					
5300 copies at .20 per copy = 1060		1,060	0	0	
Federal Share:		0	0	0	
	SUBTOTAL:	1,060	0	1,060	
D. EQUIPMENT EXPENSES:					
State Share:		0	0	0	
Federal Share:		0	0	0	
	SUBTOTAL:	0	0	0	

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
E.	TRAVEL AND PER DIEM:											0
	State Share:											
	Federal Share:											
	Program Coordinator	CVHN Nutrition Program Coordinator Meetings: 4 meetings @ 355 mi RT @ .505/mile									717	
		Fiscal Training: 162 mi RT @ ..505/mile				RT @ .505/mi					82	
		Network Media Training held at Sacramento (Per diem $40;										
		lodging $126 ($84+ tax); 162 mi RT @ .505/mi $82)									248	
		Network Conference held at Sacramento (Registration $165;										
		Per diem $40 x 2days =$80; lodging $125($84+tax) x 2 days = $250; 162 mi RT @ .505/mi $82)									577	
									SUBTOTAL:		1,624	1,624
										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
F.	SUBCONTRACTORS:									0	0	0
	State Share:											
	Federal Share:											
									SUBTOTAL:	0	0	0
G.	OTHER COSTS:									0	0	0
	State Share:											
	Federal Share:											
H.	INDIRECT COSTS:											
	State Share:	____ % of Total Salaries or 19.7% Total Direct Costs										
		or ___% of Modified Directs (provide what costs to be included)										
	Federal Share:	____% of Total Salaries or 19.2 % Total Direct Costs										
		or ___% of Modified Directs (provide what costs to be included)							SUBTOTAL:	17,597	8,616	26,213
	**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 Federal safety requirements with respect to production including Prop. 65 requirements for lead content.											
	TOTAL					$627,989	2.4	0	24	107,083	53,537	160,620

SUBCONTRACTOR BUDGET JUSTIFICATION
LIVINGSTON MEDICAL GROUP
FFY 2009 Plan

Contractor: Central Valley Health Network
Contract #:07-65310

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: Cora Gonzales LVN Title: Chief Operating Officer/Administrator	$ 80,958	0.1000	10%		$ 8,096		$ 8,096
2.	Name: Maria Contreras RN Title: Project Coordinator	$ 71,728	0.2000		20.00%	$ 14,346		$ 14,346
3.	Name: Noemi Flores Title: Nutrition Educator	56,243	0.4475		44.75%	$ 25,167		$ 25,167
4.	Name: Isabel Benavidez Title: Nutrition Educator	$ 31,366	0.1000		10.00%	$ 3,137		$ 3,137
5.	Name: Claudia G Corchado Title: Community Outreach/ Community Liason (CCROP)	$ 44,798	0.8500		85.00%	$ 38,078		$ 38,078
6.	Name: Catarina P. Alvarez Title: Health Educator	$ 35,885	0.2000		20.00%	$ 7,177		$ 7,177
7.	Name: Margarita Martinez Title: Health Educator	$ 32,448	0.2000		20.00%	$ 6,490		$ 6,490
8.	Name: Jaqueline Escalera Title: Health Educator	$ 28,122	0.2000		20.00%	$ 5,624		$ 5,624
	FEDERAL SHARE POSITIONS							
1.	Name: Cora Gonzales LVN Title: Chief Operating Officer/Administrator	$ 80,958	0.0500	5%			$ 4,048	$ 4,048
2.	Name: Maria Contreras RN Title: Project Coordinator	$ 71,728	0.1000		10.00%		$ 7,173	$ 7,173
3.	Name: Noemi Flores Title: Nutrition Educator	56,243	0.1666		16.66%		$ 9,370	$ 9,370
4.	Name: Isabel Benavidez Title: Nutrition Educator	$ 31,366	0.8500		85.00%		$ 26,661	$ 26,661
5.	Name: Henrietta Barrera Title: Nutrition Aide	$ 28,122	0.2000		20.00%		$ 5,624	$ 5,624
	SUBTOTAL	**$ 649,964.24**	**3.6641**	**15%**	**351.41%**	**$ 108,114**	**$ 52,877**	**$ 160,991**

	POSITION DESCRIPTIONS:				
	Administrator (e.g., Director of Programs) Position # S1 & F1	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 Position # S5	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.) Position # S5, S6, & S7	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.			
	Nutritionist/Nutrition Educator/Nutrition Aide Position # S3, F3, F4, & F5	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.			
	Project Coordinator Position # S2 & F2	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.			

		State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
B.	**FRINGE BENEFITS:**	$ 30,272	$ 14,805	$ 45,077
	State Share:			
	Includes payroll taxes and medical/dental benefits at 28 % of salaries			
	Federal Share:			
	Includes payroll taxes and medical/dental benefits at 28 % of salaries			
	Detail of Benefits for Both State and Federal:			
	Medical Insurance = 7%			
	Dental/Life Insurance = 3 %			
	Social Security Medicare SDI = 8.2 %			
	PTO = 9.8 %			
	SUBTOTAL:	$ 30,272.00	$ 14,805.44	$ 45,077

SUBCONTRACTOR BUDGET JUSTIFICATION
LIVINGSTON MEDICAL GROUP
FFY 2009 Plan

Contractor: Central Valley Health Network
Contract #:07-65310

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C.	OPERATING EXPENSES:										$ -	$ -	$ -
											$ -	$ -	$ -
										SUBTOTAL:	$ -	$ -	$ -
D.	EQUIPMENT EXPENSES:												
	State Share:												$ -
	Federal Share:												$ -
										SUBTOTAL:	$ -	$ -	$ -
											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
E.	TRAVEL AND PER DIEM:										$ 1,601	$ 1,798	$ 3,399
	State Share:												
	Staff	# Trips	# Days	Per Diem	Lodging	Mileage	Round Trip	Total					
	Comm. Travel							0.0000					
	Noemi Flores	10				(89mi at 0.485 X10)		432.0000					
	Henrietta Barre	25				(64mi at 0.485 X25)		776.0000					
	Maria Contrera	15				(54mi at 0.485 X15)		393.0000					
								1600.0000					
	Federal Share:												
		# Trips	# Days	Per Diem	Lodging		Round Trip	Total					
	CVHN Quarterly	4											
	Coordinators Quarterly Meeting (Maria Contreras) - 144mi at 0.485X4							279.0000					
	Media Train, Sac	1				206	$ 99.91	99.9100					
	Isabel Benavidez and Maria Contreras												
	Fiscal Training	1				144	$ 69.84	69.8400					
	Tav Gonzaga CFO and Maria Contreras												
	Network Annual Conf in Sacramneto For Isabel Benavidez and Maria Contreras												
	Reg 165 x2 =$ 330, Hotel 129 x2 +$258, per diem 40x2x2=$160					206	$ 100.00	748.0000					
	Isabel Benavidez 20 trips = 620 miles(community travel)							300.7000					
	Maria Contreras 20 trips = 620 miles (community travel)							300.7000					
							Total:	1798.1500					
	Note Milage reimbursemt is $0.485 per mile for State and Federal Share									SUBTOTAL:	$ 1,601	$ 1,798	$ 3,399
F.	SUBCONTRACTORS:												
	State Share:										$ -	$ -	$ -
	Federal Share:									SUBTOTAL:	$ -	$ -	$ -

SUBCONTRACTOR BUDGET JUSTIFICATION
LIVINGSTON MEDICAL GROUP
FFY 2009 Plan

Contractor: Central Valley Health Network
Contract #:07-65310

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
G.	OTHER COSTS:												
	State Share:												
	Materials and Teaching Packs, Videos - Gen. Nutrition, Education, Physical Fit.								$ 779		$ 2,015	$ 1,672	$ 3,687
	*Nutrition Education Materials required for delivery of critical program services (maximum $4/item) that include a nutrition message.								$ 1,236				
	Federal Share:												
	Nutrition education reinforcement items such as pens and pencils, stickers, activity books, (maximum $4 per item) for distribution at targeted community events. 180 Items								$ 1,672				
										SUBTOTAL:	$ 2,015	$ 1,672	$ 3,687
H.	INDIRECT COSTS:												
	State Share:										$ 13,839	$ 6,768	$ 20,607
			8.5 - 10% of Total Direct Costs										
	Federal Share:												
			8.5 - 10% of Total Direct Costs							SUBTOTAL:	$ 13,839	$ 6,768	$ 20,607
	*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.												
	TOTAL						$ 649,964.24	3.6641	15%	351.41%	$ 155,841	$ 77,920	$ 233,761

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
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: Magdalena Beruman Title: Project Coordinator	$ 35,796.80	0.3333	0.00%	33.30%	$ 11,932.27		$ 11,932.27
2	Name: Jelita Macanas Title: Nutritionist	$ 70,720.00	0.5333	0.00%	53.33%	$ 37,717.33		$ 37,717.33
3	Name: Monica Covarrubias Title: Health Promotions Assistant III	$ 28,953.60	0.4000	0.00%	40.00%	$ 11,581.44		$ 11,581.44
4	Name: Beatrice Garza Title: Medical Assistant	$ 23,212.80	0.1733	0.00%	17.33%	$ 4,023.55		$ 4,023.55
5	Name: Erin Moore Title: Medical Assistant	$ 20,363.20	0.1667	0.00%	16.67%	$ 3,393.87		$ 3,393.87
6	Name: Felcia Masner Title: Medical Assistant	$ 20,800.00	0.1667	0.00%	16.67%	$ 3,466.67		$ 3,466.67
7	Name: Myra Zamora Title: Medical Assistant	$ 22,401.60	0.1667	0.00%	16.67%	$ 3,733.60		$ 3,733.60
8	Name: Elsa Balderas Title: Medical Assistant	$ 23,441.60	0.1667	0.00%	16.67%	$ 3,906.93		$ 3,906.93
9	Name: Manuel Avila Title: Medical Assistant	$ 21,756.80	0.1667	0.00%	16.67%	$ 3,626.13		$ 3,626.13
10	Name: Jessica Verdugo Title: Medical Assistant	$ 24,336.00	0.1667	0.00%	16.67%	$ 4,056.00		$ 4,056.00
11	Name: Anita Diaz Title: Medical Assistant	$ 20,363.20	0.1667	0.00%	16.67%	$ 3,393.87		$ 3,393.87
12	Name: Uriela Reza Title: Medical Assistant	$ 21,278.40	0.1667	0.00%	16.67%	$ 3,546.40		$ 3,546.40
13	Name: Julianna Maldonado Title: Medical Assistant	$ 20,363.20	0.1667	0.00%	16.67%	$ 3,393.87		$ 3,393.87
14	Name: Alicia Perez Title: Medical Assistant	$ 21,590.40	0.1667	0.00%	16.67%	$ 3,598.40		$ 3,598.40
15	Name: Rachel Sanchez Title: Medical Assistant	$ 26,104.00	0.1667	0.00%	16.67%	$ 4,350.67		$ 4,350.67
16	Name: Eva Garcia Title: Medical Assistant	$ 21,403.20	0.1667	0.00%	16.67%	$ 3,567.20		$ 3,567.20
17	Name: Bonita Rhoten Title: Medical Assistant	$ 23,545.60	0.1667	0.00%	16.67%	$ 3,924.27		$ 3,924.27
18	Name: Brenda Johns Title: Medical Assistant	$ 22,152.00	0.1667	0.00%	16.67%	$ 3,692.00		$ 3,692.00
19	Name: Blanca Romo Title: Medical Assistant	$ 30,700.80	0.1667	0.00%	16.67%	$ 5,116.80		$ 5,116.80
20	Name: Melissa Isaiz Title: Medical Assistant	$ 23,441.60	0.1667	0.00%	16.67%	$ 3,906.93		$ 3,906.93

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

								State Share Total Dollars	Federal Share Total Dollars	Total Dollars
21	Name:	Virginia Lopez								
	Title:	Medical Assistant	$ 21,174.40	0.1667	0.00%	16.67%	$ 3,529.07			$ 3,529.07
22	Name:	Dalila Ponce								
	Title:	Medical Assistant	$ 22,193.60	0.1667	0.00%	16.67%	$ 3,698.93			$ 3,698.93
23	Name:	Betty Del Toro								
	Title:	Medical Assistant	$ 22,027.20	0.1667	0.00%	16.67%	$ 3,671.20			$ 3,671.20
24	Name:	Mayra Barajas								
	Title:	Medical Assistant	$ 21,278.40	0.1667	0.00%	16.67%	$ 3,546.40			$ 3,546.40
25	Name:	Lupe Flores								
	Title:	Medical Assistant	$ 20,363.20	0.1667	0.00%	16.67%	$ 3,393.87			$ 3,393.87
26	Name:	Leticia Hernandez								
	Title:	Medical Assistant	$ 37,128.00	0.1667	0.00%	16.67%	$ 6,188.00			$ 6,188.00
27	Name:	Carolina Irizary								
	Title:	Medical Assistant	$ 25,272.00	0.1667	0.00%	16.67%	$ 4,212.00			$ 4,212.00
28	Name:	Jessica Ballesteros								
	Title:	Medical Assistant	$ 24,897.60	0.1667	0.00%	16.67%	$ 4,149.60			$ 4,149.60
29	Name:	Lorena Perez								
	Title:	Medical Assistant	$ 31,928.00	0.1667	0.00%	16.67%	$ 5,321.33			$ 5,321.33
30	Name:	Lorena Ruiz								
	Title:	Medical Assistant	$ 21,299.20	0.1667	0.00%	16.67%	$ 3,549.87			$ 3,549.87
31	Name:	Paula Pena								
	Title:	Medical Assistant	$ 21,403.20	0.1667	0.00%	16.67%	$ 3,567.20			$ 3,567.20
32	Name:	Lorena De La Torre								
	Title:	Medical Assistant	$ 21,299.20	0.1667	0.00%	16.67%	$ 3,549.87			$ 3,549.87
33	Name:	Josie Castro								
	Title:	Medical Assistant	$ 23,489.40	0.2067	0.00%	20.67%	$ 4,854.48			$ 4,854.48
	FEDERAL SHARE POSITIONS									
1.	Name:	Magdalena Beruman								
	Title:	Project Coordinator	$ 35,796.80	0.1667	0.00%	16.67%			$ 5,966.13	$ 5,966.13
2.	Name:	Jelita Macanas								
	Title:	Nutritionist	$ 70,720.00	0.2667	0.00%	26.67%			$ 18,858.67	$ 18,858.67
3.	Name:	Monica Covarrubias								
	Title:	Health Promotions Assistant III	$ 28,953.60	0.2000	0.00%	20.00%			$ 5,790.72	$ 5,790.72
4	Name:	Beatrice Garza								
	Title:	Medical Assistant	$ 23,212.80	0.0867	0.00%	8.67%			$ 2,011.78	$ 2,011.78
5	Name:	Erin Moore								
	Title:	Medical Assistant	$ 20,363.20	0.0833	0.00%	8.33%			$ 1,696.93	$ 1,696.93
6	Name:	Felcia Masner								
	Title:	Medical Assistant	$ 20,800.00	0.0833	0.00%	8.33%			$ 1,733.33	$ 1,733.33
7	Name:	Myra Zamora								
	Title:	Medical Assistant	$ 22,401.60	0.0833	0.00%	8.33%			$ 1,866.80	$ 1,866.80
8	Name:	Elsa Balderas								
	Title:	Medical Assistant	$ 23,441.60	0.0833	0.00%	8.33%			$ 1,953.47	$ 1,953.47
9	Name:	Manuel Avila								
	Title:	Medical Assistant	$ 21,756.80	0.0833	0.00%	8.33%			$ 1,813.07	$ 1,813.07
10	Name:	Jessica Verdugo								
	Title:	Medical Assistant	$ 24,336.00	0.0833	0.00%	8.33%			$ 2,028.00	$ 2,028.00

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

									State Share Total Dollars	Federal Share Total Dollars	Total Dollars
11	Name:	Anita Diaz									
	Title:	Medical Assistant	$ 20,363.20	0.0833	0.00%	8.33%				$ 1,696.93	$ 1,696.93
12	Name:	Uriela Reza									
	Title:	Medical Assistant	$ 21,278.40	0.0833	0.00%	8.33%				$ 1,773.20	$ 1,773.20
13	Name:	Julianna Maldonado									
	Title:	Medical Assistant	$ 20,363.20	0.0833	0.00%	8.33%				$ 1,696.93	$ 1,696.93
14	Name:	Alicia Perez									
	Title:	Medical Assistant	$ 21,590.40	0.0833	0.00%	8.33%				$ 1,799.20	$ 1,799.20
15	Name:	Rachel Sanchez									
	Title:	Medical Assistant	$ 26,104.00	0.0833	0.00%	8.33%				$ 2,175.33	$ 2,175.33
16	Name:	Eva Garcia									
	Title:	Medical Assistant	$ 21,403.20	0.0833	0.00%	8.33%				$ 1,783.60	$ 1,783.60
17	Name:	Bonita Rhoten									
	Title:	Medical Assistant	$ 23,545.60	0.0833	0.00%	8.33%				$ 1,962.13	$ 1,962.13
18	Name:	Brenda Johns									
	Title:	Medical Assistant	$ 22,152.00	0.0833	0.00%	8.33%				$ 1,846.00	$ 1,846.00
19	Name:	Blanca Romo									
	Title:	Medical Assistant	$ 30,700.80	0.0833	0.00%	8.33%				$ 2,558.40	$ 2,558.40
20	Name:	Melissa Isaiz									
	Title:	Medical Assistant	$ 23,441.60	0.0833	0.00%	8.33%				$ 1,953.47	$ 1,953.47
21	Name:	Virginia Lopez									
	Title:	Medical Assistant	$ 21,174.40	0.0833	0.00%	8.33%				$ 1,764.53	$ 1,764.53
22	Name:	Dalila Ponce									
	Title:	Medical Assistant	$ 22,193.60	0.0833	0.00%	8.33%				$ 1,849.47	$ 1,849.47
23	Name:	Betty Del Toro									
	Title:	Medical Assistant	$ 22,027.20	0.0833	0.00%	8.33%				$ 1,835.60	$ 1,835.60
24	Name:	Mayra Barajas									
	Title:	Medical Assistant	$ 21,278.40	0.0833	0.00%	8.33%				$ 1,773.20	$ 1,773.20
25	Name:	Lupe Flores									
	Title:	Medical Assistant	$ 20,363.20	0.0833	0.00%	8.33%				$ 1,696.93	$ 1,696.93
26	Name:	Leticia Hernandez									
	Title:	Medical Assistant	$ 37,128.00	0.0833	0.00%	8.33%				$ 3,094.00	$ 3,094.00
27	Name:	Carolina Irizary									
	Title:	Medical Assistant	$ 25,272.00	0.0833	0.00%	8.33%				$ 2,106.00	$ 2,106.00
28	Name:	Jessica Ballesteros									
	Title:	Medical Assistant	$ 24,897.60	0.0833	0.00%	8.33%				$ 2,074.80	$ 2,074.80
29	Name:	Lorena Perez									
	Title:	Medical Assistant	$ 31,928.00	0.0833	0.00%	8.33%				$ 2,660.67	$ 2,660.67
30	Name:	Lorena Ruiz									
	Title:	Medical Assistant	$ 21,299.20	0.0833	0.00%	8.33%				$ 1,774.93	$ 1,774.93
31	Name:	Paula Pena									
	Title:	Medical Assistant	$ 21,403.20	0.0833	0.00%	8.33%				$ 1,783.60	$ 1,783.60
32	Name:	Lorena De La Torre									
	Title:	Medical Assistant	$ 21,299.20	0.0833	0.00%	8.33%				$ 1,774.93	$ 1,774.93
33	Name:	Josie Castro									
	Title:	Medical Assistant	$ 23,489.40	0.1033	0.00%	10.33%				$ 2,427.24	$ 2,427.24
		SUBTOTAL	**$ 1,672,956.40**	**9.4700**	**0%**	**947%**			**$ 179,160.00**	**$ 89,580.00**	**$ 268,740.00**

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

POSITION DESCRIPTIONS:					
Health Educator (including Health Aide, Health Promotion Instructor,	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.				
Medical Assistant	Demonstrates safe food handing and personal hygiene to prevent food borne illness, provide nutrition-related services to staff, parents, and students and promotes physical activity within the context of nutrition education. (This does not include any medical nutrition therapy).				
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.				
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.				
				State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
B.	**FRINGE BENEFITS:**					
	State Share:			$ 62,706		$ 62,706
	At approximately 35% of total salary					
	Fringe Benefits includes the following: FICA (8%), State Unemployment and Workers Comp (5%),					
	Health and Disability Insurance (12%), Retirement (4%) and Incentives paid (6%)					
	Federal Share:				$ 31,353	$ 31,353
	At approximately 35% of total salary					
	Fringe Benefits includes the following: FICA (8%), State Unemployment and Workers Comp (5%),					
	Health and Disability Insurance (12%), Retirement (4%) and Incentives paid (6%)					
			SUBTOTAL:	**$ 62,706**	**$ 31,353**	**$ 94,059**
C.	**OPERATING EXPENSES:**	Total prorated expenses divided at 2/3 for State Share and 1/3 for Federal Share.				
	State Share:					
	a. Office Supplies			$ 3,278		$ 3,278
	Pens, pencils, paper, eraser, highlighter, etc.					
	Average office supplies annually $94,500					
	Nutrition FTE 9.47					
	Organization FTE 182					
	Percentage of cost allocated to nutrition: 94,500*(9.47/182) = 4917					

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
b. Communication	$ 8,152		$ 8,152
Includes monthly costs related to telephone system, internet services, fax services, and answering service.			
Average cost for communication annually: $235,000			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 235,000*(9.47/182) = 12,228			
c. Postage	$ 1,082		$ 1,082
Includes expenses for postage costs for general correspondence, flyer, and newsletter. Estimated at approximately $ 200 per month			
Average cost for Postage annually: $235,000			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 31,200*(9.47/182) = 1,623			
d. Printing and Duplicating	$ 4,077		$ 4,077
Includes expenses for internal, routine duplicating costs for correspondence, printing for flyer and newsletter. Estimated at approximately $ 200 per month			
Average cost for printing and duplicating annually: $117,545			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 117,545*(9.47/182) = 6,116			
e. Space Cost	$ 16,133		$ 16,133
Includes expenses for utilities, maintenance, for the total of eleven clinics sites' offices space for program staff.			
Average space costs annually: $465,100			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 465,100*(9.47/182) = 24,200			
Data Processing	$ 2,313		$ 2,313
Includes software costs, computer maintenance and upgrade, and all other reports producing related costs.			
Estimated at approximately $ 250 per month X 12 months = $3,000.			
Average cost for data processing annually: $66,650			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 66,650*(9.47/182) = 3,470			
Federal Share:		$ 17,518	$ 17,518
a. Office Supplies		$ 1,639	$ 1,639
Pens, pencils, paper, eraser, highlighter, etc.			
Average office supplies annually $94,500			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 94,500*(9.47/182) = 4917			

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

	State Share Total Dollars	Federal Share Total Dollars	Total Dollars
b. Communication		$ 4,076	$ 4,076
Includes monthly costs related to telephone system, internet services, fax services, and answering service.			
Average cost for communication annually: $235,000			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 235,000*(9.47/182) = 12,228			
c. Postage		$ 541	$ 541
Includes expenses for postage costs for general correspondence, flyer, and newsletter. Estimated at approximately $ 200 per month			
Average cost for Postage annually: $235,000			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 31,200*(9.47/182) = 1,623			
d. Printing and Duplicating		$ 2,039	$ 2,039
Includes expenses for internal, routine duplicating costs for correspondence, printing for flyer and newsletter. Estimated at approximately $ 200 per month			
Average cost for printing and duplicating annually: $117,545			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 117,545*(9.47/182) = 6,116			
e. Space Cost		$ 8,067	$ 8,067
Includes expenses for utilities, maintenance, for the total of eleven clinics sites' offices space for program staff.			
Average space costs annually: $465,100			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 465,100*(9.47/182) = 24,200			
Data Processing		$ 1,157	$ 1,157
Includes software costs, computer maintenance and upgrade, and all other reports producing related costs.			
Estimated at approximately $ 250 per month X 12 months = $3,000.			
Average cost for data processing annually: $66,650			
Nutrition FTE 9.47			
Organization FTE 182			
Percentage of cost allocated to nutrition: 66,650*(9.47/182) = 3,470			
SUBTOTAL:	$ -	$ 17,518	$ 17,518
D. EQUIPMENT EXPENSES:			
State Share:	$ -	$ -	$ -
Federal Share:			
SUBTOTAL:	$ -	$ -	$ -

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
E.	**TRAVEL AND PER DIEM:** Total expenses divided at 2/3 State Share and 1/3 Federal Share	$ 3,656		$ 3,656
	State Share:			
	4 CVHN Nutrition Progam Coordinator meetings in Fresno: 250 miles x 4 meetings @ 48.5 = $485			
	1 Fsical Training for both fiscal rep and Program Coordinator in Fresno: 250 @ 48.5 cents = $122			
	1 Network Media Training for Program Coordinator in Sacramento: 590 miles @ 48.5 cents = $286			
	2 day Network Media Training for Program Coordinator in Sacramento per diem: $80			
	1 Network Media Training for Program Coordinator in Sacramento hotel cost: $110.00			
	1 Network Conference for Program Coordinator in Sacaramento: 590 @48.5 cents = $286			
	1 Network Conference for Program Coordinator registeration fee: $75			
	1 Network Conference for Program Coordinator in Sacramento hotel cost: $144			
	3 day Network Conference for Program Coordinator in Sacramento per diem $120			
	4 collaborative meetings for Nutrition Network in Fresno: 250 miles x 4 meetings @ 48.5 cents = $485			
	The local travel between all NHSI service clinics. The clinics are located at Wasco, Buttonwillow, Lost Hills, Oildale, Shafter, Taft, Oildale, Ridgecrest, Tehachapi, and Delano. The distance between each site is between 30 to 45 miles. This travel includes activities such as collecting data, and conducting health education classes by the program coordinator Approximately 6,785 miles @ 48.5 cents/mile for the program coordinator: $3,291			
	Federal Share:		$ 1,828	$ 1,828
	4 CVHN Nutrition Progam Coordinator meetings in Fresno: 250 miles x 4 meetings @ 48.5 = $485			
	1 Fsical Training for both fiscal rep and Program Coordinator in Fresno: 250 @ 48.5 cents = $122			
	1 Network Media Training for Program Coordinator in Sacramento: 590 miles @ 48.5 cents = $286			
	2 day Network Media Training for Program Coordinator in Sacramento per diem: $80			
	1 Network Media Training for Program Coordinator in Sacramento hotel cost: $110.00			
	1 Network Conference for Program Coordinator in Sacaramento: 590 @48.5 cents = $286			
	1 Network Conference for Program Coordinator registeration fee: $75			
	1 Network Conference for Program Coordinator in Sacramento hotel cost: $144			
	3 day Network Conference for Program Coordinator in Sacramento per diem $120			
	4 collaborative meetings for Nutrition Network in Fresno: 250 miles x 4 meetings @ 48.5 cents = $485			
	The local travel between all NHSI service clinics. The clinics are located at Wasco, Buttonwillow, Lost Hills, Oildale, Shafter, Taft, Oildale, Ridgecrest, Tehachapi, and Delano. The distance between each site is between 30 to 45 miles. This travel includes activities such as collecting data, and conducting health education classes by the program coordinator Approximately 6,785 miles @ 48.5 cents/mile for the program coordinator: $3,291			
	SUBTOTAL:	$ 3,656	$ 1,828	$ 5,484
F.	**SUBCONTRACTORS:**	$ -	$ -	$ -
	State Share:			
	Federal Share:			
	SUBTOTAL:	$ -	$ -	$ -

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
G.	**OTHER COSTS:** Total expenses divided at 2/3 State Share and 1/3 Federal Share			
	State Share:			
1	**Education Material**	$ 1,500		$ 1,500
	Includes books, learning tools, videos, pamphlets, and brochures for educational programs relating to nutrition.			
2	**Advertisement**	$ 2,115		$ 2,115
	Includes newspaper advertisement expenses for the nutrition program and classes. The advertisement will be done once every three months in the following newspaper: Wasco Tribune, Midway Printer, Shafter Press, and Bakersfield Californian.			
	Average annual advertising costs: $63,450			
	Ad space for nutrition services is approximately 5 percent of total.			
	Percentage of cost allocated to nutrition: 63,450*.05 = 3,172			
3	**Food for testing**	$ 2,000		$ 2,000
	Includes any food used for testing and sampling for the nutrition program and classes.			
	Averaged at $2.50/person including supplies, approximately 1,200 people in classes and health fairs			
	1,200*2.50 = 3,000			
4	**Audit**	$ 3,000		$ 3,000
	Cost of an independent Financial Audit			
	Federal Share:			
1	**Education Material**		$ 750	$ 750
	Includes books, learning tools, videos, pamphlets, and brochures for educational programs relating to nutrition.			
2	**Advertisement**		$ 1,057	$ 1,057
	Includes newspaper advertisement expenses for the nutrition program and classes. The advertisement will be done once every three months in the following newspaper: Wasco Tribune, Midway Printer, Shafter Press, and Bakersfield Californian.			
	Average annual advertising costs: $63,450			
	Ad space for nutrition services is approximately 5 percent of total.			
	Percentage of cost allocated to nutrition: 63,450*.05 = 3,172			
3	**Food for testing**		$ 1,000	$ 1,000
	Includes any food used for testing and sampling for the nutrition program and classes.			
	Not to exceed $2.50/person including supplies, approximately 1,200 people in classes and health fairs			
	1,200*2.50 = 3,000			

SUBCONTRACTOR BUDGET JUSTIFICATION
NATIONAL HEALTH SERVICES
FFY 2009

Contractor: Central Valley Health Network
Contract #:07-65310

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
4	**Audit**											$ 1,500	$ 1,500
	Cost of an independent Financial Audit												
	**Expenditures on nutrition educaiton reinforcement items or promotional items must have prior California Department of Public Health approval and must comply with all State and Federal safety requirement with respect to production including Prop. 65 requirements for lead content.												
										SUBTOTAL:	**$ 8,615**	**$ 4,307**	**$ 12,922**
H.	**INDIRECT COSTS:**												
	State Share:	25 % of Total Salaries or ___% Total Direct Costs									$ 44,790		$ 44,790
		or ___% of Modified Directs (provide what costs to be included)											
												$ 22,395	$ 22,395
	Federal Share:	25 % of Total Salaries or ___% Total Direct Costs											
		or ___% of Modified Directs (provide what costs to be included)								**SUBTOTAL:**	$ 44,790	$ 22,395	$ 67,185
										TOTAL	**$ 1,672,956.40**	**9.47**	**0%**	**947%**	**$ 298,927**	**$ 166,981**	**$ 465,908**

SUBCONTRACTOR BUDGET JUSTIFICATION
SEQUOIA COMMUNITY HEALTH CENTERS
FFY 2009

Contractor: Central Valley Health Network
Contract #: 07-65310

A	PERSONNEL SALARIES:										
	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive 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:	Elizabeth Castillo							
	Title:	Health Educator II	45,438	0.10		10%	$ 4,544		4,544
2.	Name:	Gloria Guizar							
	Title:	Health Educator	39,089	0.10		10%	$ 3,909		3,909
3.	Name:	Yvette Rodriguez							
	Title:	Health Educator	35,995	0.10		10%	$ 3,600		3,600
4.	Name:	Angel Ponce							
	Title:	Registered Dietician	67,536	0.20		20%	$ 13,507		13,507
5.	Name:	Maria Guzman							
	Title:	Nutrition Health Educator	39,002	0.10		10%	$ 3,900		3,900
6.	Name:	Sally Ruiz							
	Title:	Comprehensive Perinatal Health Worker(CPHW)	36,969	0.10		10%	$ 3,697		3,697
7.	Name:	Alma Aparico							
	Title:	Comprehensive Perinatal Health Worker(CPHW)	29,246	0.10		10%	$ 2,925		2,925
8.	Name:	Fayette MacMaster							
		Health Educator	45,124	0.10		10%	$ 4,512		4,512
9.	Name:	Ana Kams							
	Title:	Health Educator	32,448	0.10		10%	$ 3,245		3,245
10.	Name:	Olga Ruvalcaba							
		Health Educator	32,448	0.10		10%	$ 3,245		3,245
11.	Name:	Lorena Villa							
		Health Educator	32,448	0.10		10%	$ 3,245		3,245
12.	Name:	Sandra Celedon							
		Outreach Worker	32,448	0.20		20%	$ 6,489		6,489
13.	Name:	Ka Yang							
		Outreach Worker	41,101	0.20		20%	$ 8,220		8,220
14.	Name:	Maribel Fernandez							
		Outreach Worker	32,448	0.20		20%	$ 6,490		6,490
	FEDERAL SHARE POSITIONS								
1.	Name:	Gloria Guizar							
	Title:	Health Educator	39,089	0.05		5%		$ 1,954	$ 1,954
2.	Name:	Elizabeth Castillo							
	Title:	Health Educator	45,438	0.05		5%		$ 2,272	$ 2,272

							State Share Total Dollars	Federal Share Total Dollars	Total Dollars
3. Name:	Angel Ponce								
Title:	Registered Dietician	67,536	0.05		5%		$ 3,377	$ 3,377
4. Name:	Enedina Viveros								
Title:	Director of Programs	53,994	0.10		10%		$ 5,399	$ 5,399
5. Name:	Sally Ruiz								
Title:	Comprehensive Perinatal Health Worker(CPHW)	36,969	0.05		5%		$ 1,848	$ 1,848
6. Name:	Yvette Rodriguez								
Title:	Nutrition Health Educator	35,995	0.05		5%		$ 1,800	$ 1,800
7. Name:	Fayette MacMaster								
Title:	Health Educator	45,124	0.05		5%		$ 2,256	$ 2,256
8. Name:	Ana Kams								
Title:	Health Educator	32,448	0.05		5%		$ 1,622	$ 1,622
9. Name:	Lorena Villa								
Title:	Health Educator	32,448	0.05		5%		$ 1,622	$ 1,622
10. Name:	Olga Ruvalcaba								
Title:	Health Educator	32,448	0.05		5%		$ 1,622	$ 1,622
11. Name:	Sandra Celedon								
Title:	Outreach Worker	32,448	0.10		10%		$ 3,245	$ 3,245
12. Name:	Ka Yang								
Title:	Outreach Worker	41,101	0.10		10%		$ 4,110	$ 4,110
13. Name:	Maribel Fernandez								
Title:	Outreach Worker	32,448	0.10		10%		$ 3,245	$ 3,245
14. Name:	Maria Guzman								
Title:	Nutrition Health Educator	39,002	0.05		5%		$ 1,950	$ 1,950
15. Name:	Alma Aparico								
Title:	Comprehensive Perinatal Health Worker(CPHW)	29,246	0.05		5%		$ 1,462	$ 1,462
SUBTOTAL		**1,137,474**	**2.75**	**0%**	**275%**	**71,528**	**37,784**	**109,312**

POSITION DESCRIPTIONS:

Administrator (e.g., Director of Programs F4)	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.
Dietician S4, F3	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 S1,S2,S3,S5,S6,S7,S8, S9-11, F1,F2,F5 and F6, F14 and 15)	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.			
	Promotora/Outreach F8, F7 , S12-14, F11-13.	Works in FSNE communities to conduct nutrition education interventions and participate in local events to promote health eating and physical activity for FSNE eligibles.			

			State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**		$ -	$ -	$ -
	State Share:		$ 13,805		$ 13,805
		19.30% of salaries (FICA 7.03%, SUI 1.18%, WMC 3.51%, Health,Dental,Life & LTD 6.68%, Retirement 0.9%)			
	Federal Share:			$ 7,292	$ 7,292
		19.30% of salaries (FICA 7.03%, SUI 1.18%, WMC 3.51%, Health,Dental,Life & LTD 6.68%, Retirement 0.9%)			
		SUBTOTAL:	$ 13,805	$ 7,292	$ 21,097
C.	**OPERATING EXPENSES:**		$ 5,400	$ 3,105	$ 8,505
	State Share:	Supplies (forms, printing, office supplies, posters, handouts, brochures)			
		Projected annual cost of $45,000 x 12.0% based on 1.8 to 15 total FTEs =5,400			
	Federal Share:	Supplies (forms, printing, office supplies, posters, handouts, brochures)			
		Projected annual cost of $45,000 x 6.9% based on 1.03 to 15 total FTEs = 3,105	$ -	$ -	$ -
		SUBTOTAL:	$ 5,400	$ 3,105	$ 8,505
D.	**EQUIPMENT EXPENSES:**				
	State Share:			$ -	$ -
	Federal Share:				
		SUBTOTAL:	$ -	$ -	$ -
E.	**TRAVEL AND PER DIEM:**				$ -
	State Share:	Local mileage for field work for 14 staff members @ a total of 651.5 miles/mo x 12 months	$ 3,948		$ 3,948
		@ .505/mile = $3,933			
	Federal Share:	CVHN Nutrition Program Coordinator Meetings: 4 meetings @ 50 mi RT @ .505/mile		$ 101	$ 101
		Fiscal Training for Director of Programs: 50 mi RT @ .505/mi		$ 25	$ 25
		Network Media Training for Director of Programs held at Sacramento (Per diem $40;			
		lodging $126 ($84+ tax); 360 mi RT @ .505/mi $182)		348	348
		Network Conference for Director of Programs held at Sacramento (Registration $100;			
		Per diem $40; lodging $125($84+tax); 360 mi RT @ .505/mi $182)		447	447

									State Share Total Dollars	Federal Share Total Dollars	Total Dollars
	Childhood Obesity Conference 400 Mi RT @ .505 = $200, Reg $200										
	lodging $99 ($84 + tax) x 2days = $198, per diem $40 x3 =$120. This conference subject to prior Network approval and may be prorated by FTE of attendee and percent of nutrition education content.									718	718
								SUBTOTAL:	$ 3,948	$ 1,639	$ 5,587
F.	SUBCONTRACTORS:								$ -	$ -	$ -
	State Share:										
	Federal Share:										
								SUBTOTAL:	$ -	$ -	$ -
G.	OTHER COSTS:										
	State Share:										
		Food demonstration supplies - samples									
		(575 people at approximately $2.50 ea -incl supplies)					1,435.00				
	Federal Share:										
								SUBTOTAL:	$ 1,435	$ -	$ 1,435
H.	INDIRECT COSTS:										
	State Share:	25% of Total Salaries									
	Federal Share:	19% of Total Salaries									
		Health center has reduced indirect costs to apply more funds to direct program costs.									
								SUBTOTAL:	$ -	$ 7,179	$ 7,179
	TOTAL					$ 1,137,474	2.75	-	275%	$ 113,998	$ 56,999	$ 170,997
	**Expenditures on nutrition reinforcement items must have prior California Dept. 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.										

SUBCONTRACTOR BUDGET JUSTIFICATION
TULARE COMMUNITY HEALTH CLINICS
FFY 2009 Plan

Contractor: Central Valley Health Network
Contract #:07-65310

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: Marcy Villeda Title: Project Coordinator (CPCP Coordinator)	38,563	0.0750		7.50%	$ 2,892		$ 2,892
	2. Name: Roberta Lopez, RN Title: Health Educator	49,982	0.0750		7.50%	$ 3,749		$ 3,749
	FEDERAL SHARE POSITIONS							
	1. Name: Roberta Lopez, RN Title: Health Educator	49,982	0.1000		10%		$ 4,998	$ 4,998
	SUBTOTAL	**$ 138,527.00**	**0.2500**	**0%**	**25%**	**$ 6,641**	**$ 4,998**	**$ 11,639**

SAMPLE POSITION DESCRIPTIONS:

Health Educator (including Health Aide, Health Promotion Instructor, etc.) S2,F1	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.
Project Coordinator S1	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.

SUBCONTRACTOR BUDGET JUSTIFICATION
TULARE COMMUNITY HEALTH CLINICS
FFY 2009 Plan

Contractor: Central Valley Health Network
Contract #:07-65310

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**												
	State Share:										$ 1,879		$ 1,879
	Includes payroll taxes and medical/dental benefits at _28.3_% of salaries												
	health insurance (14.0%) payroll taxes (9.2%), workers comp (2.3%), retirement (.8%), other (2.0%)												
	Federal Share:											$ 1,414	$ 1,414
	Includes payroll taxes and medical/dental benefits at _28.3_% of salaries												
	health insurance (14.0%) payroll taxes (9.2%), workers comp (2.3%), retirement (.8%), other (2.0%)												
										SUBTOTAL:	$ 1,879	$ 1,414	$ 3,293
C.	**OPERATING EXPENSES:**												
	State Share:												
	Office space @ .10 FTE-330.00 x 12 months										3960		3960
	Office supplies (copy paper, printing, pens, note pads, color printing)= 2123.00										2123		2123
	(Based on historical actual costs for FSNE staff)												
	Federal Share:										$ -	$ -	$ -
										SUBTOTAL:	$ 6,083	$ -	$ 6,083
D.	**EQUIPMENT EXPENSES:**												
	State Share:										$ -	$ -	$ -
	Federal Share:												
										SUBTOTAL:	$ -	$ -	$ -
E.	**TRAVEL AND PER DIEM:**											$ -	$ -
	State Share:												
	Staff	# Trips	# Days	Per Diem	Lodging	Round Trip	Total				$ 187		$ 187
	Meeting	7	7				26.7 x7 =187						
	Project coordinator to teach 6 community school education classes per year												
	Total miles at 60 @ .445 per mile=26.7												
	Federal Share:												
	4 quarterly meetings in Fresno (Project Coordinator) 100 miles each times 4 times .445 per mile											178.00	178.00
	Fiscal Training in Fresno 100 miles at .445 per mile											$ 45	$ 45
	Network Conference in Sacramento (Project Coordinator&health educator)												$ -
	Conference cost is 120.00, per diem 40 x 2 people for 2 days, miles 450 @ .445 per mile											$ 480.00	$ 480
	Media Training in Sacramento (Project Coordinator) per diem 40 x two days, 450 miles @ .445 per mile											$ 280.00	$ 280
										SUBTOTAL:	187	983	$ 1,170

SUBCONTRACTOR BUDGET JUSTIFICATION
TULARE COMMUNITY HEALTH CLINICS
FFY 2009 Plan

Contractor: Central Valley Health Network
Contract #:07-65310

											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
F.	SUBCONTRACTORS:										$ -	$ -	$ -
	State Share:												
	Federal Share:												
										SUBTOTAL:	$ -	$ -	$ -
G.	OTHER COSTS:										$ -	$ -	$ -
	State Share:												
	Federal Share:												
										SUBTOTAL:	$ -	$ -	$ -
H.	INDIRECT COSTS:												
	State Share:	___% of Total Salaries or ___% Total Direct Costs											
		or ___% of Modified Directs (provide what costs to be included)											
	Federal Share:	___% of Total Salaries or ___% Total Direct Costs											
		or ___% of Modified Directs (provide what costs to be included)								SUBTOTAL:	$ -	$ -	$ -
	** 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 Federal safety requirements with respect to production including Prop. 65 requirements for lead content.												
	TOTAL						$ 138,527.00	0.2500	0%	25%	$ 14,790	$ 7,395	$ 22,185

SUBCONTRACTOR BUDGET JUSTIFICATION
UNITED HEALTH CENTERS
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: Jose Arrezola Title: Nutrition Educator (Health Educator)	36,221	0.5		50%	18,111		18,111
2	Name: Victoria Gonzalez Title: Health Educator (CPHW)	27,352	0.2		20%	5,470		5,470
3	Name: Susan Goodrich Title: Health Educator (CPHW)	30,900	0.2		20%	6,180		6,180
4	Name: Charlene Gutierrez Title: Health Educator (CPHW)	25,307	0.2		20%	5,061		5,061
5	Name: Juana Herrera Title: Health Educator (CPHW)	33,620	0.2		20%	6,724		6,724
6	Name: Josephine Lozano Title: Health Educator (CPHW)	27,144	0.2		20%	5,429		5,429
7	Name: Margie Macias Title: Health Educator (CPHW)	32,868	0.2		20%	6,574		6,574
8	Name: Juanita Moreno Title: Health Educator (CPHW)	23,909	0.2		20%	4,782		4,782
9	Name: Vacant Title: Health Educator (CPHW)	23,909	0.2		20%	4,782		4,782
10	Name: Araceli Martinez Title: Project Coordinator (Health Education	45,805	0.25		25%	11,451		11,451
	FEDERAL SHARE POSITIONS							
1	Name: Jose Arrezola Title: Nutrition Educator (Health Educator)	36,221	0.2		20%		7,244	7,244
2	Name: Magdalena Berumen Title: Nutrition Educator (Health Educator)	38,480	0.65		65%		25,012	25,012
3	Name: Sandra Chavez Title: Accountant/Finance Analayst (Controller)	60,000	0.05	5%			3,000	3,000
	SUBTOTAL	**$ 441,736**	**3.25**	**5%**	**320%**	**74,564**	**$ 35,256**	**$ 109,820**

SUBCONTRACTOR BUDGET JUSTIFICATION
UNITED HEALTH CENTERS
FFY 2009

	POSITION DESCRIPTIONS:				
	Accountant/Finance Analyst (F3)	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.			
	Health Educator (including Health Aide, Health Promotion Instructor, etc.) (S2,S3,S4,S5,S6,S7,S8,S9)	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.			
	Nutritionist/Nutrition Educator/Nutrition Aide (S1,F1,F2)	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 (S10)	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.			
			State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
B.	**FRINGE BENEFITS:**		$ -	$ -	$ -
	State Share:				
	Includes payroll taxes and medical/dental benefits at 25 % of salaries		$ 18,641		
	Federal Taxes 7.65%; Health Insurance 11%; Workers Comp 2.91%; Unemployment 0.44%; Pension 3%				
	Federal Share:				
	Includes payroll taxes and medical/dental benefits at 25 % of salaries			$8,814	
	Federal Taxes 7.65%; Health Insurance 11%; Workers Comp 2.91%; Unemployment 0.44%; Pension 3%				
		SUBTOTAL:	$ 18,641	$8,814	$ 27,455

SUBCONTRACTOR BUDGET JUSTIFICATION
UNITED HEALTH CENTERS
FFY 2009

Contractor: Central Valley Health Network
Contract #:07-65310

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C.	**OPERATING EXPENSES:**	$ -	$ -	$ -
	State Share:			
	Federal Share:			
		$ -	$ -	$ -
	SUBTOTAL:	$ -	$ -	$ -
D.	**EQUIPMENT EXPENSES:**			
	State Share:	400	0	0
	1) 8 DVD players @ $100 ea to be used for nutrition classes/sessions prorated at 50%. This equipment to be used exclusively for FSNE 50% of the time.			
	Federal Share:			
	1) 8 DVD players @ $100 ea to be used for nutrition classes/sessions prorated at 50% This equipment to be used exclusively for FSNE 50% of the time.		400	
	SUBTOTAL:	400	400	800

E. TRAVEL AND PER DIEM:

State Share:

	Local travel to UHC clinics		FTE	Total Miles	FTExTotal Milesx0.505
1	Name:	Jose Arrezola			
	Title:	Nutrition Educator (Health Educator)	50%	10382	$2,621.46
2	Name:	Victoria Gonzalez			
	Title:	Health Educator (CPHW)	20%	384	$38.78
3	Name:	Susan Goodrich			
	Title:	Health Educator (CPHW)	20%	1392	$140.59
4	Name:	Charlene Gutierrez			
	Title:	Health Educator (CPHW)	20%	1272	$128.47
5	Name:	Juana Herrera			
	Title:	Health Educator (CPHW)	20%	150	$15.15

SUBCONTRACTOR BUDGET JUSTIFICATION
UNITED HEALTH CENTERS
FFY 2009

Contractor: Central Valley Health Network
Contract #:07-65310

													State Share Total Dollars	Federal Share Total Dollars	Total Dollars
6	Name:	Josephine Lozano					20%	1296	$130.90						
	Title:	Health Educator (CPHW)													
7	Name:	Margie Macias					20%	1440	$145.44						
	Title:	Health Educator (CPHW)													
8	Name:	Juanita Moreno					20%	240	$24.24						
	Title:	Health Educator (CPHW)													
9	Name:	Vacant					20%	792	$79.99						
	Title:	Health Educator (CPHW)													
10	Name:	Araceli Martinez					25%	1200	$151.50						
	Title:	Project Coordinator (Health Education													
						TOTAL:			**$3,477.00**				3,477		
Federal Share:															
A.Martinez(Proj Coord)			**# Trip**	**# Days**	**Per Diem**	**Reg**	**Lodging**	**Rd Trip**	**M. Rate**	**Total**					
CVHN Prog Coordinator M			4	4	-	-	-	116.4	0.505	235				235	
Fiscal Training			1	1	-	-	-	242.5	0.505	122				122	
Network Media Training			1	1	-	-	84	242.5	0.505	206				206	
Network Conference			1	2		165	280	242.5	0.505	567				567	
Magdalena Berumen(Nutrition Educator)															
Annual Childhood Obesity Conf			1	3	120	200	330	388	0.505	846	prorate at.65FTE=			550	
Attendance at this conference subject to prior Network approval and may be prorated by FTE of attendee and for nutrition education content.															
Sandra Chavez (Finance Analyst)															
Fiscal Training			1	1	-	-	-	242.5	0.505	122				122	
							Total	FTExTotal							
Local travel to UHC clinics						FTE	Miles	Milesx0.505							
1	Name:	Jose Arrezola					20%	10382	$1,048.58						
	Title:	Nutrition Educator (Health Educator)													
2	Name:	Magdalena Berumen					65%	3366	$1,104.89						
	Title:	Nutrition Educator (Health Educator)													
3	Name:	Sandra Chavez					5%		$0.00						
	Title:	Accountant/Finance Analayst (Controller)													
						TOTAL:			**$2,153**					2,153	
												SUBTOTAL:	3,477	3,955	7,432

SUBCONTRACTOR BUDGET JUSTIFICATION
UNITED HEALTH CENTERS
FFY 2009

Contractor: Central Valley Health Network
Contract #:07-65310

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
F.	**SUBCONTRACTORS:**	0	0	0
	State Share:			
	1) Registered Dietitian(from Dietary Directions) to provide general nutrition education to uninsured FSNE eligible patients and training for staff	5,035		
	(53/hr x95hrs for the year)			
	Federal Share:			
	1) Registered Dietitian (from Dietary Directions) to provide general nutrition education to uninsured FSNE eligible patients and training for staff		2,120	
	($53/hr x40 hrs for the year)			
	SUBTOTAL:	5,035	2,120	7,155
G.	**OTHER COSTS:**			
	State Share:			
	1) Department Supplies: Teaching Aids (i.e. food models, measuring cups, etc)-$900, Patient educ videos-$720	1,620		
	3) Brochures/Pamphlets:Purchase of nutrition-related brochures $600 and coloring books $408 at no more than $1.00 ea	1,654		
	Federal Share:			
	1) Brochures/Pamphlets: Purchase of approved nutrition related brochures $300 and nutrition coloring books $251 at no more than 1.00 ea		551	
	2) Department Supplies: Teaching Aids (i.e. food models, measuring cups, etc)-$1000; Food samples for demos- for 164 people at no more than 2.50 ea. (including supplies), $410; Patient educ videos-$800		2,210	
	3) Health Fair/class, Nutrition Education Materials required for delivery of critical program services		400	
	100 nutrition message items @ no more than $4.00 ea			
	SUBTOTAL:	3,274	3,161	6,435
H.	**INDIRECT COSTS:**			
	State Share: 25 % of Total Salaries	$18,461		
			$8,814	
	Federal Share: 25 % of Total Salaries			
	SUBTOTAL:	$ 18,461	$ 8,814	$ 27,275
	*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.			
	TOTAL $ 441,736.00 325% 5% 320%	$ 124,032	$62,520	$ 186,552

SUBCONTRACTOR BUDGET JUSTIFICATION
VALLEY HEALTH TEAM
FFY 09 Plan

Contractor: Central Valley Health Network
Contract #: 07-65310

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:	Valerie Covarrubia							
	Title:	Program Worker - Nurition Aide	31,200	0.20		20%	$6,240		$6,240
2.	Name:	Melissa Cashere							
	Title:	Program Worker - Nurition Aide	52,000	0.05		5%	$2,600		$2,600
3.	Name:	Sarah Flores							
	Title:	Program Worker - Nurition Aide	23,920	0.08		8%	$1,914		$1,914
4	Name:	Esperanza Borrego							
	Title:	Nutrition Aide	22,256	0.15		15%	$3,338		$3,338
5	Name:	Patricia Borrego							
	Title:	Dental Asst	26,000	0.10		10%	$2,600		$2,600
6	Name:	Blanca Cazarez							
	Title:	Nutrition Aide	26,000	0.15		15%	$3,900		$3,900
7	Name:	Edgardo Diaz							
	Title:	Project Coordinator	31,690	0.30		30%	$9,507		$9,507
8	Name:	Selina Montoya							
	Title:	Accountant (CFO)	95,000	0.10	10%		$9,500		$9,500
9	Name:	Jasbir Bains	32,000	0.25		25%	$8,000		$8,000
		Medical Assistant							
	FEDERAL SHARE POSITIONS								
1	Name:	Eva Hernandez							
	Title:	Medical Assistant	21,320	0.10		10%		$2,132	$2,132
2	Name:	Jessica Macias							
	Title:	Medical Assistant	22,256	0.10		10%		$2,226	$2,226
3	Name:	Esther Marquez							
	Title:	Medical Assistant	21,320	0.20		20%		$4,264	$4,264
4	Name:	Heather Melgoza							
	Title:	Medical Assistant	23,192	0.20		20%		$4,638	$4,638
5	Name:	Patricia Borrego							
	Title:	Dental Asst	22,256	0.20		20%		$4,451	$4,451
6	Name:	Edgardo Diaz							
	Title:	Project Corrdinator	31,690	0.15		15%		$4,753	$4,753
	SUBTOTAL		482,100	2.33	10%	223%	$47,599	$22,464	$70,063

	POSITION DESCRIPTIONS:												
	Accountant/Finance Analyst S8	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.											
	Dental/Medical Assistant S5 F5	Conduct one-on-one nutrition education interventions prior to primary care visit.											
	Medical Assistant S9, F 1-4	Demonstrates safe food handing and personal hygiene to prevent food borne illness, provide nutrition-related services to staff, parents, and students and promotes physical activity within the context of nutrition education. (This does not include any medical nutrition therapy).											
	Nutritionist/Nutrition Educator/Nutrition AideS1-4,6	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.											
	Project Coordinator S7, F 6	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.											
											State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**												
	State Share:												
	Includes payroll taxes and medical/dental benefits at 18 % of salaries										$8,568		$8,568
	FICA 6.20%, Medicare 1.45%, SDI 5.2%, Health 5.15%												
	Federal Share:												
	Includes payroll taxes and medical/dental benefits at 18 % of salaries											$4,043	$4,043
	FICA 6.20%, Medicare 1.45%, SDI 5.2%, Health 5.15%												
										SUBTOTAL:	$8,568	$4,043	$12,611

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C.	**OPERATING EXPENSES:**									$0	$0	$0
	State Share:	2.40 FTE by Total 53 FTE	4.53%									
	Utilities (Water, Electric, Gas)	6100 per month								$3,316		
	Lease	4159 per month								$2,261		
	Federal Share:	2.05 FTE by Total 53 FTE	3.87%									
	Utilities	6100 per month								$0	$2,833	$0
	Lease	4159 per month									$1,931	
									SUBTOTAL:	$5,577	$4,764	$10,341
D.	**EQUIPMENT EXPENSES:**									$0	$0	$0
	State Share:											
	Television with DVD Player (estimated at $250 prorated at 80% for Nutrition Education usage)									$200		
	Federal Share:											
	Portable DVD Player for Van (estimated at $300 at 100% Nutrition Education usage)										$300	
									SUBTOTAL:	$200	$300	$500
E.	**TRAVEL AND PER DIEM:**									$0	$0	$0
	State Share:											
	Nutrition Aide											
	Edgardo Diaz (proj Coord)											
	Mileage is 1500 @.485 for community nutrition education	$728								$728		
	Federal Share:											
	Edgardo Diaz(Proj Coord)	**# Trips**	**# Days**		Regist	Lodging	Rd Trip	Total				
	CVHN Prog Coordinator Mtgs	4	4		-	-	70mi x.485x4	$ 136			$136	
	Network Media Training	1	1		-	-	240mi x.485x4	$ 466			$466	
	Edgardo Diaz(Proj Coord)/David Ware(Com Outreach)											
	Network Conference	1	1		150	220	350 mi x .485 = $169.75	$ 616			$616	
	Selina Montoya (CFO),Edgardo Diaz (proj coord)											
	Fiscal Training	1	1		-	-	70mix.485	$ 34			$34	
	*** rate used for mileage reimbursement for State and Federal is .485**											
	*** hotel allowed @84+tax per room, unless preapproved at a higher rate**									$728	$1,252	$1,980

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
F.	**SUBCONTRACTORS:**									$0	$0	$0
	State Share:											
	R.D. to provide preventive nutrition education ($50.00/hr x 13 hours x 6 months)									$3,900		
	Federal Share:											
	R.D. to provide preventive nutrition education ($50.00/hr x 1.5 hours per month x 6 months)										$450	
									SUBTOTAL:	$3,900	$450	$4,350
G.	**OTHER COSTS:**									$0	$0	$0
	State Share:											
	Nutrition Education Materials required for delivery of critical program services (435 units at no more than $4.00 each that include a nutrition message)									$1,740		
	Federal Share:											
	Nutrition education materials required for delivery of critical program services (126 units at no more than$4.00 each that include a nutrition education message) $504											
	Nutrition Education Videos for waiting rooms $379										$883	
									SUBTOTAL:	$1,740	$883	$2,623
	Direct Costs									$68,312	$34,156	$102,468
H.	**INDIRECT COSTS:**											
	State Share:	6% Total Direct Costs								$4,100		
	Federal Share:	6% Total Direct Costs									$2,049	
									SUBTOTAL:	$4,100	$2,049	$6,149
	*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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.											
	TOTAL						482,100	2.33	10%	223%	$72,412	$36,205	$108,617

BUDGET COVER SHEET
FFY 2009

Organization: The San Francisco General Hospital Foundation- Chinatown Public Health Center
Contract Number: 08-85152

State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ -	$ -	$ -	0.00%
Fringe Benefits	$ -	$ -	$ -	0.00%
Subcontractors	$ 156,154	$ 163,789	$ 7,635	4.89%
Contracts/Grant Agreements			$ -	0.00%
Operating	$ -	$ -	$ -	0.00%
Non-Capital Equipment Supplies			$ -	0.00%
Building Space			$ -	0.00%
Maintenance			$ -	0.00%
Other Costs	$ -	$ -	$ -	0.00%
Materials			$ -	0.00%
Travel	$ -	$ -	$ -	0.00%
Equipment & Other Capital	$ -	$ -	$ -	0.00%
Indirect Costs	$ -	$ -	$ -	0.00%
Total State Share	$ 156,154	$ 163,789	$ 7,635	4.89%

Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ -	$ -	$ -	0.00%
Fringe Benefits	$ -	$ -	$ -	0.00%
SubContracts	$ 70,270	$ 73,448	$ 3,178	4.52%
Contracts/Grants/Agreements			$ -	0.00%
Operating	$ -	$ -	$ -	0.00%
Non-Capital Equipment Supplies			$ -	0.00%
Building Space			$ -	0.00%
Maintenance			$ -	0.00%
Other Costs	$ -	$ -	$ -	0.00%
Materials			$ -	0.00%
Travel	$ -	$ -	$ -	0.00%
Equipment & Other Capital	$ -	$ -	$ -	0.00%
Indirect Costs	$ 7,808	$ 8,446	$ 638	8.17%
Total Federal Share	$ 78,078	$ 81,894	$ 3,816	4.89%

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: / Title:							
	2. Name: / Title:							
	3. Name: / Title:							
	FEDERAL SHARE POSITIONS							
	1. Name: / Title:							
	2. Name: / Title:							
	3. Name: / Title:							
	SUBTOTAL	$ -	0	0%	0%	$ -	$ -	$ -
	SAMPLE POSITION DESCRIPTIONS:							
						State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
B.	**FRINGE BENEFITS:**					$ -	$ -	$ -
	State Share:							
	Includes payroll taxes and medical/dental benefits at __% of salaries							
	Federal Share:							
	Includes payroll taxes and medical/dental benefits at __% of salaries							
					SUBTOTAL:	$ -	$ -	$ -

BUDGET JUSTIFICATION
FFY 2009

Contractor: San Francisco General Hospital Foundation
Contract #: 08-85152

										State Share Total Dollars	Federal Share Total Dollars	Total Dollars
C.	**OPERATING EXPENSES:**									$ -	$ -	$ -
	State Share:											
	Federal Share:									$ -	$ -	$ -
									SUBTOTAL:	$ -	$ -	$ -
D.	**EQUIPMENT EXPENSES:**											
	State Share:									$ -	$ -	$ -
	Federal Share:											
									SUBTOTAL:	$ -	$ -	$ -
E.	**TRAVEL AND PER DIEM:**									$ -	$ -	$ -
	State Share:											
	Staff	# Trips	# Days	Per Diem	Lodging	Round Trip	Total					
	Meeting											
	Federal Share:											
									SUBTOTAL:	$ -	$ -	$ -
F.	**SUBCONTRACTORS:** (See Sub Budget Justifications)											$ -
	State Share:									$ 163,789		$ 163,789
	Chinatown Public Health Center - San Francisco Dept. of Public Health											
	Federal Share:										$ 73,448	$ 73,448
	Chinatown Public Health Center - San Francisco Dept. of Public Health											
									SUBTOTAL:	$ 163,789	$ 73,448	$ 237,237

BUDGET JUSTIFICATION
FFY 2009

									State Share Total Dollars	Federal Share Total Dollars	Total Dollars
G.	**OTHER COSTS:**								$ -	$ -	$ -
	State Share:										
	Federal Share:										
								SUBTOTAL:	$ -	$ -	$ -
H.	**INDIRECT COSTS:**										
	State Share:										
	Federal Share:	11.5% of Total Direct Costs of $73,448								$ 8,446	$ 8,446
								SUBTOTAL:		$ 8,446	$ 8,446
	TOTAL								**$163,789**	**$81,894**	**$245,683**

SUBCONTRACTOR BUDGET JUSTIFICATION
Chinatown Public Health Center-San Francisco Dept. of Public Health

Contractor: San Francisco General Hospital Foundation
Contract # 08-85152

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:	Catherine Wong							
	Title:	Project Coordinator (2846 Nutritionist)	$ 85,098	$ 0.4000	0	40%	$ 34,039		$34,039
2.	Name:	Sylvia Lau							
	Title:	Nutritionist (2846 Nutritionist)	$ 85,098	$ 0.2500	0	25%	$ 21,275		$21,275
3.	Name:	Linda Kwan							
	Title:	Health Educator (2819 Assistant Health Educator)	$ 66,664	$ 0.6750	0	67.50%	$ 44,998		$44,998
Bilingual Pay, $40/pay period (2 weeks per pay period) x # of pay period x FTE									
	Name:	Catherine Wong							
	Title:	$40 x 26.1 x 0.4	$ 418				$ 418		$418
	Name:	Sylvia Lau							
	Title:	$40 x 26.1 x 0.25	$ 261				$ 261		$261
	Name:	Linda Kwan							
	Title:	$40 x 26.1 x 0.675	$ 705				$ 705		$705
	FEDERAL SHARE POSITIONS								
1.	Name:	Katy Leung							
	Title:	Program Assistant (Assistant Project Coordinator)	$ 54,080	$ 0.6000	0	60%		$ 32,448	$32,448
2.	Name:	Ting Ting Alice He							
	Title:	Office Manager (Program Assistant)	$ 41,600	$ 0.4000	30%	10%		$ 16,640	$16,640
3.	Name:	TBD							
	Title:	Nutrition Educator	$ 62,400	$ 0.0500	0	5%		$ 3,120	$3,120
4.	Name:	Mike Tortorelli							
	Title:	Teacher	$ 52,000	$ 0.0500	0	5%		$ 2,600	$2,600
	SUBTOTAL		**$ 448,324**	**2.425**	**30%**	**212.50%**	**$ 101,696**	**$ 54,808**	**$ 156,504**

SUBCONTRACTOR BUDGET JUSTIFICATION
Chinatown Public Health Center-San Francisco Dept. of Public Health

FFY 2009

POSITION DESCRIPTIONS:				
STATE SHARE POSITIONS:				
1. Project Coordinator SS #1	Coordinates 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; 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.			
2. Nutritionist SS #2	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.Health Educator SS #3	Develops 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.			
FEDERAL SHARE POSITIONS:				
1. Program Assistant FS #1	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.			
2. Office Manager FS #2	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.			

	3. Nutrition Educator FS #3	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.			
	4. Teacher (Mike Tortorelli) FS #4	Assists the Nutritionists, Health Educators, and Project Coordinator with nutrition education activities and community events that promote healthy eating and physical activity for low-income families, the target population, Food Stamp recipients and other similar households.			
			State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
B.	**FRINGE BENEFITS:**				
	State Share:		$ 35,500	$ -	$ 35,500
	Includes payroll taxes and medical/dental benefits at average **35.39 %** of $100,312				
	(Fringe benefit does not include bilingual pay)				
	Federal Share:				
	No fringe benefits for part-time personnel under Federal share position (Manager, rs)				
		SUBTOTAL:	$ 35,500	$ -	$ 35,500
C.	**OPERATING EXPENSES:**				
	State Share:				
			$ -	$ -	$ -
	Federal Share:				
	Stationary, pens and pencils @$4.17 x 12 months			$ 50	$ 50
	Cartridge ink and toner @$29.17 x 12 months		$ -	$ 350	$ 350
	Postage @$0.41 x 293 to mail documents to the Network			$ 120	$ 120
		SUBTOTAL:	$ -	$ 520	$ 520

SUBCONTRACTOR BUDGET JUSTIFICATION
Chinatown Public Health Center-San Francisco Dept. of Public Health

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:			
State Share:			
Meeting	$ -	$ -	$ -
Federal Share:			
Network Steering Committee: Catherine Wong, Project Coordinator will attend 3 Network Steering Committee Meetings		$ 678	$ 678
Lodging @$92(include tax) /night x3 trips = $276			
Per Diem$36/per day x 3 trips = $108			
Mileages: 194 miles x $.505 cents = $98 x 3 trips = $294			
Annual Network Conference in Northern California (Sacramento) 4 attendees:		$ 2,837	$ 2,837
Attendees: Catherine Wong, Project Coordinator; Sylvia Lau, Nutritionist; Katy Leung, Program Assistant (Assistant Project Coordinator); Alice He, Office Manager			
Registration @$210 x 4 persons = $840			
Per Diem @$40 x 2 days x 4 persons = $320			
Lodging @$157.18 x 2 nights x 4 = $1,257			
Mileages: 208 miles x .505 cents =$ 105 x 4 persons = $420			
Network Sponsored Trainings: 2 attendees: Catherine Wong, Project Coordinator and Katy Leung, Program Assistant (Assistant Project Coordinator)		$ 316	$ 316
Registration @$25 x 2 person x 2 trips = $100			
Ground Transportation approximately 107 miles x .505 cents = $54/pp x 2 x 2 trips = $216			
SUBTOTAL:	$ -	$ 3,831	$ 3,831

SUBCONTRACTOR BUDGET JUSTIFICATION
Chinatown Public Health Center-San Francisco Dept. of Public Health

FFY 2009

									State Share Total Dollars	Federal Share Total Dollars	Total Dollars
F.	**SUBCONTRACTORS:**										
	State Share:										
									$ -	$ -	$ -
	Federal Share:										
									$ -	$ -	$ -
								SUBTOTAL:	$ -	$ -	$ -
G.	**OTHER COSTS:**										
	State Share:										
										$ -	$ -
	Federal Share:										
	Food Demonstration and Supplies: Purchase of food and supplies for food demostration/food tasting.										
	Approximately 9 food demonstrations @$54 per demostration, reaching 195 people @$2.49 per person									$ 486	$ 486
	Graphic design:										
	1) Revision of the project fact sheet: 1 page full color design									$ 300	$ 300
	2) Bilingual brochure with Champion for Change Stories and Recipes: 4 pages full color x $200 per page for design									$ 800	$ 800
	Printing & Duplication:										
	1) Printing of the revised project fact sheet: 3,000 full color copies x 0.42 per copy									$ 1,260	$ 1,260
	2) Printing of the 4-page WE CAN bilingual back to back full color brochure: 4200 copies x $1.26 per copy									$ 5,292	$ 5,292
	3) Printing of the bilingual brochure with Champion for Change Stories and Recipes: 3,000 copies x $1.48 per brochure									$ 4,440	$ 4,440
	*Nutrition Education Materials Required for the Delivery of Critical Program Services, to include a nutrition message, not to exceed $4 per item. Purchase of nutrition education brochures, posters, music CDs, food models, coloring books, teaching aides, or other educational materials for use in community nutrition education classes and fairs.									$ 1,711	$ 1,711
								SUBTOTAL:	$ -	$ 14,289	$ 14,289
H.	**INDIRECT COSTS:**										
	State Share:	**26.51%** of Total Salaries ($100,313 X 26.51%)							$ 26,593		$ 26,593
		(Indirect Cost does not include bilingual pay)									
	Federal Share:										
								SUBTOTAL:	$ 26,593	$ -	$ 26,593
TOTAL					**$ 448,324**	**242.50%**	**30%**	**212.50%**	**$ 163,789**	**$ 73,448**	**$ 237,237**
	Note: expenditure on nutrition education materials must have 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.										

Fiscal Agent Agreement

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

The San Francisco General Hospital Foundation
2789 25th Street, Suite 2028, San Francisco, CA 94110, Tel: (415) 206-4478

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC, and The San Francisco General Hospital Foundation, hereinafter called SFGHF, to contract SFGHF to serve as the fiscal agent for NSCPHC's Chinese Project for FFY 2008-2011.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of the above entities as they relate to the operation and implementation of the Project, including but not limiting to accounting, fund disbursements, reporting and documentation, following LIA (Local Incentive Award) Program Guidelines.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable

nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

The San Francisco General Hospital Foundation (SFGHF) is a private, non-profit foundation founded in 1994 that raises private funds through philanthropy and disburses those funds into designated SFGH Medical Center program accounts. SFGH Medical Center is an integral part of the Department of Public Health for the City and County of San Francisco, and delivers in-patient services to nearly 100,000 people and over 80,000 people in the outpatient clinics.

SFGHF has served as the fiscal agent for other programs based at Chinatown Public Health Center, and is pleased to work with CPHC on this project, *Chinese Project.* Chinatown Public Health Center already has an established account with SFGH Foundation.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Implement and operate the Project consistent with all requirements imposed by the State under LIA program guidelines and with SFGHF's tax-exempt status.
- Provide the Fiscal Agent with documentation describing activities, services, and / or works of the Project utilizing LIA funds.
- Maintain and make available of all financial records of the Project to State auditors.
- Award SFGHF **10%** of the total funding received from the LIA as compensation for SFGHF's role as the fiscal agent for the Project.

IV. SFGHF RESPONSIBILITIES UNDER THIS MOU:

SFGHF shall undertake the following activities:

- Assume financial and fiscal responsibility for purposes of the State's requirements under LIA program guidelines.
- Attend fiscal trainings on LIA programs sponsored by the State.
- Establish and operate for the use of the Project a designated account ("Account # 272") segregated on the SFGHF's accounting system.

- Disburse funds from the Account according to USDA Guidelines (see attachment) at the request of the NSCPHC when accompanied with a written disbursement request in a timely manner.
- Provide and submit all invoices, financial statements and reports to the Project or State as required by LIA program deadlines.
- Maintain all financial records, including source documents, relating to the Project according to generally accepted accounting principles by retaining records as long as required by law and making records accessible to Network for a minimum of three years after the contract term.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN BOTH PARTIES THAT the SFGHF and NSCPHC will comply with any termination conditions imposed under LIA program guidelines in the event this Agreement is terminated. Termination by either party shall been done in writing with at least 90 days prior notice.

VI. FUNDING

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 organizations 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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be effective from October 1, 2008 to September 30, 2011. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.26.08
Date

Katherine Ripley-Williams
Executive Director
San Francisco General Hospital Foundation

3/21/08
Date

Attachments:

- Local Incentive Award Program Guidelines II Fiscal Section

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

American Cancer Society, California Division, Inc.
(Agency Name)
1210 Webster St., Oakland, Ca 94612
(Address and Telephone Number)
510 452 5225

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and the American Cancer Society, California Division, Inc. hereinafter called ACS.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy and service. We been working w/ NCCPHC "Chinese 5 A day" to promote health education to the medically-underserve "Food Stamp ~~participants~~ communities program" for the past 5-6 years.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. American Cancer Society RESPONSIBILITIES UNDER THIS MOU:

American Cancer Society shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28.07
Date

Agency Director

3-14-07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

American Heart Association
(Agency Name)
120 Montgomery St #1650 San Francisco
(Address and Telephone Number) 415 433 2273 94104

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and American Heart Assn hereinafter called AHA.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The American Heart Association has worked with NSCPHC for over 20 years to help promote nutrition education within the Chinese community. We look forward to our continued relationship, we do not believe in "re-inventing the wheel" or duplicating services, thus working together, we can reinforce the healthy eating concepts that both organizations bring to the Chinese community.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. AHA RESPONSIBILITIES UNDER THIS MOU:

AHA shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28-07
Date

Agency Director

3.26-07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Chinatown Beacon Center (Community Educational Services)
(Agency Name)
80 Fresno St. San Francisco, CA 94133, 415-982-0615
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Chinatown Beacon Center, hereinafter called CBC/CES.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The Chinatown Beacon is one of eight centers in San Francisco offering free programs for children, youth and families. Sprung from the San Francisco Beacon Initiative, the Chinatown Beacon Center was one of the original five Beacons and thus launched in 1996. CBC's original host site was Jean Parker Elementary school, currently programs are based at Gordon J. Lau ES, with additional programs at 7 other neighborhood elementary schools.

The Chinatown Beacon Center uses a youth development approach of safety, relationship building, youth leadership, community engagement, and skills building to focus on five areas or competencies: educational enrichment, health, career development, leadership, and arts/recreation. All Beacons offer a portfolio of activities that address the needs of the community. The Chinatown Beacon Center addresses many subjects, including literacy improvement, English-language development, and cross cultural exposure. Activities range from workshops in cooking, hip hop, community events, and basketball to enrichment activities such as drumming and toy design.

CBC's involvement with the Chinese 5 a Day Project began in Summer 2006. Other nutrition/health programs include a grant from Kaiser called Gateway to Fitness that provides participants with 3 days a week of physical activity and 1 day of nutrition/cooking activities.

III. NSCPHC Responsibilities Under this MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.

- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. Chinatown Beacon Center RESPONSIBILITIES UNDER THIS MOU:

Chinatown Beacon Center shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

3-28-07

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

Date

3/21/07

Benson Wong
Director
Chinatown Beacon Center

Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Chinatown Child Development Center, SFDPH, CBHS
(Agency Name)
720 Sacramento Street, SF, CA 94108; 415-392-4453
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Chinatown Child Development Center, hereinafter called CCDC.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

Chinatown Child Development Center (CCDC) is a comprehensive, outpatient community behavioral health clinic under the Department of Public Health, Community Behavioral Health Services. The clinic serves children and adolescents (ages 0-18 years) and their families who are residents of San Francisco.

CCDC offers a full range of outpatient services and mental health promotional activities. Clinical services include: individual play therapy, group, family therapy, psychological evaluations, assessments (including A.B. 3632 cases), diagnostic testing, medication support services, case management and case/program-related consultations to schools.

Specialized services such as the Infant Development Program, the Pre-school Program and socialization groups provide intensive group treatment for children and their families. Diagnostic and treatment services are also provided at public school sites for children in special education programs. All therapeutic activities are conducted within a framework of cultural sensitivity and understanding.

Outreach to the community is done through participation in community health fairs, media projects, and consultation liaisons with other community agencies and organizations. CCDC has been an active community partner with the Chinese 5 a Day project and supports the efforts of NSCPHC's other health and nutrition campaigns.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.

- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. CCDC RESPONSIBILITIES UNDER THIS MOU:

CCDC shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

VI. FUNDING

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

Funding requirements:

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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 signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, ~~RD, MPH~~
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28.07
Date

Nancy Lim-Yee, LCSW
Program Director
Chinatown Child Development Center
San Francisco Dept. of Public Health, CBHS

3.16.07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Chinatown YMCA
(Agency Name)
855 Sacramento St SF CA 94108
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Chinatown YMCA, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The Chinatown YMCA builds strong kids, strong families, & strong communities by enhancing the lives of all people thru spirit, mind, & body. Our programs include Physical Education & nutrition at 2 local schools, after school enrichment @ 3 sites (120 youth), teen leadership programs, summer school, day camp, art, ballet, Taiko, Tai chi, mentoring, & resident camping. For the past two years we have worked in close partnership with Chinese 5 a Day Project to educate staff, youth, & families we serve about nutrition, eating more fruits & vegetables, & exercise. NSCPHC staff have conducted trainings for our young leaders to become peer trainers in nutrition & health eating.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. Chinatown YMCA RESPONSIBILITIES UNDER THIS MOU:

Chinatown YMCA shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

VI. FUNDING

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

Funding requirements:

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VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3-08-07
Date

Agency Director

3/15/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

CHINESE COMMUNITY HEALTH RESOURCE CTR
(Agency Name)
835 JACKSON ST # 425 SAN FRANCISCO, CA 94133
(Address and Telephone Number) 415-677-2473

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and CHINESE COMMUNITY HEALTH RESOURCE CTR. hereinafter called CCHRC.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

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Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

CCHRC is a private, non-profit community center sponsored by the Chinese Community Health Care Assoc., Chinese Community Health Plan, Chinese Hospital and grants. Our mission is to build a healthy community through culturally and linguistically competent preventive health, disease management, research programs and advocacy. Since its inception in 1989, CCHRC has collaborated with NSCPHC in numerous community events promoting healthy eating practices.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. CCHRC RESPONSIBILITIES UNDER THIS MOU:

CCHRC shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
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- Participate in the promotion activities for LIA Project.
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V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

VI. FUNDING

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VII. EFFECTIVE DATE AND SIGNATURE

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Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28.07
Date

Agency Director

3-20-07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Chinese Hospital
(Agency Name)
845 Jackson Street, San Francisco, CA 94133 415-677-2307
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Chinese Hospital, hereinafter called Chinese Hospital.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

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Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

Chinese Hospital, located in San Francisco, is a unique healthcare provider with a long and rich history of providing access to culturally competent health care services for the Chinese community. Chinese Hospital is a 54 bed, acute care, community-owned, non-profit hospital offering a wide range of medical, surgical and specialty programs. Chinese Hospital exists primarily to deliver quality health care in a cost-effective way, is responsive to the community's ethnic and cultural uniqueness and, is accessible to all socioeconomic levels.

Chinese Hospital has been giving the San Francisco Chinese 5 A Day educational materials, such as, "Eat Fruits & Vegetables and Walk 10,000 Steps A Day, Be Healthy All The Way!" pamphlets and cookbooks to some of our patients.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. Chinese Hospital RESPONSIBILITIES UNDER THIS MOU:

Chinese Hospital shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH — 3.28.07
Nutrition Manager — Date
Chinatown Public Health Center
San Francisco Dept. of Public Health

Agency Director Dietary Manager — 3/15/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

(Agency Name) Commodore Stockton CDC

(Address and Telephone Number) 954 WASHINGTON ST SAN FRANCISCO, CA 94108 (415) 291-7932

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Commodore Stockton CDC hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

Commodore ~~Stockton CDC is a child development center serving~~ 265 preschool and school age children in the heart of San Francisco Chinatown. The mission of the center is to provide a high-quality Early Childhood Education Program for children in a safe, caring, and nurturing environment that promotes each child's social-emotional, physical, and cognitive growth and competency through age appropriate experiences. The program validates the cultural and linguistic heritage of each child and supports families in maintaining their children's physical and mental health. We are partners with the Chinese 5 a Day Project who provides valuable nutrition resources to our school community.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. Commodore Stockton COC RESPONSIBILITIES UNDER THIS MOU:

Commodore Stockton COC shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28.07
Date

Agency Director

3/14/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

CYC
(Agency Name)
1038 Post St SF, CA 94109 (415) 775-2636
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Community Youth Center hereinafter called CYC.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

CYC was founded in the 1970s and has served youth and their families for the past 37 yrs. We offer services focused not only on prevention and intervention, but also on the development of our youths potential to become active and productive citizens. CYC offers a continuum of services. Our services help youth with challenges such as acculturation, difficulties in school, economic hardships, gang involvement. We also provide programs aimed at educational enrichment, job-readiness and leadership building. CYC has been part of the Chinese Five A day project for many years. and through our partnerships have been able to better educate and inform youth and their families on healthier life styles.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. C4C RESPONSIBILITIES UNDER THIS MOU:

C4C shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

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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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH — Date: 3.28.07
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

Agency Director — Date: 3/16/07
SARAH WAN

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Newcomers Health Program, San Francisco Dept. of Public Health
(Agency Name)

1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7651
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Newcomers Health Program, hereinafter called NHP.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The Newcomers Health Program (NHP) is a clinic-based and community-based health program that has been serving refugees and immigrants in San Francisco for since the late 1970's. We currently work primarily with asylees from China, Russian-speaking refugees and immigrants, and refugees/asylees from other diverse areas of the world. We educate our patients to avoid obesity and overweight problems. In our workshops, we can emphasize the health benefits of maintaining ideal weight. We are also willing to collaborate with others on promoting healthy eating community-wide or working on policies that promote healthy eating for the Chinese community. We have been active members of the Chinese 5 a Day Project, and participate in educational events coordinator and educate our Chinese patients with the materials and information from Chinese 5 a day.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. NHP RESPONSIBILITIES UNDER THIS MOU:

NHP shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

VI. FUNDING

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Funding requirements:

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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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH — Date: 3.28.07
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

Patricia Erwin, MPH — Date: 3/23/07
Program Manager, Newcomers Health Program

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

NICOS Chinese Health Coalition
(Agency Name)
1208 Mason St., San Francisco, CA 94108
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and NICOS Chinese Health Coalition, hereinafter called NICOS.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

NICOS Chinese Health Coalition is a public-private-community partnership of more than 30 health and human service organizations and concerned individuals. The mission of NICOS is to enhance the health and well-being of the San Francisco Chinese community. Since 1985, NICOS has been engaged in advocacy, research, training, coalition-building and program implementation for the benefit of this population and the organizations that serve it.

NICOS and the Chinatown Public Health Center have been partners in a number of collaborations to improve the community's health and well-being. Most recently, CPHC played a critical role in helping to develop the agency's *Healthy Children, Healthy Community Project,* the goal of which is to reduce childhood overweight among Chinese American children 0 to 11 years old by encouraging their parents to help them develop healthy habits early in life. CPHC was part of a community advisory committee that helped to develop educational materials and a PSA around the HCHCP's "Eat Smart and Be Active" campaign, which complements the Five-A-Day campaigns.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.

- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. NICOS' RESPONSIBILITIES UNDER THIS MOU:

NICOS shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

VI. FUNDING

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Funding requirements:

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VII. EFFECTIVE DATE AND SIGNATURE

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Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28.07
Date

Agency Director

3/12/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

On Lok Senior Health Services
(Agency Name)
1333 Bush Street, SF, CA 94109; (415) 292-8888
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and _On Lok_Senior Health Services_____, hereinafter called ____On Lok_____.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

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Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

On Lok Senior Health, a certified PACE program, is a comprehensive health plan which includes full medical care and support services, and provides long-term care for those 55+ living in San Francisco and Fremont, CA. On Lok's comprehensive health plan includes full medical care, prescription drugs, home care, adult day health, transportation, and more—thus, allowing seniors member to remain at home for as long as possible. Nutrition Services at On Lok provides: healthy meals to the seniors and assures that each participant is assessed by a Registered Dietitian, who provides education to promote healthy eating, and provides seniors with needed information on their prescribed diet.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.

- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. _____*On Lok*_____ RESPONSIBILITIES UNDER THIS MOU:

_____On Lok_____ shall undertake the following activities:

- ~~Attend quarterly NSCPHC LIA Project~~ Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
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V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

VI. FUNDING

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VII. EFFECTIVE DATE AND SIGNATURE

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Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28.07
Date

Agency Director

3/15/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

San Francisco Department of Public Health Women, Infants, and Children Supplemental Nutrition Program
(Agency Name)
30 Van Ness Avenue, Suite 220, San Francisco, 94102,
415-575-5750
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and San Francisco Women, Infants and Children Supplemental Nutrition Program , hereinafter called SF WIC Program .

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

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Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The Women, Infants, and Children Supplemental Nutrition Program provides supplemental foods, nutrition education, breastfeeding education and support, and referrals to health and community services to low income pregnant women, breastfeeding or postpartum women, infants and children under 5 years of age.
Currently the SF WIC Program serves 16,000 participants a month. The SF WIC Program has collaborated with the Chinese 5 a Day Project for the past 3 years. SF WIC Program is a member of the NSCPHC LIA Project Coalition, and have attended the quarterly meeting and promotion activities regularly. The SF WIC Program has continued to conduct nutrition classes to promotion healthy eating, consumption of fruits and vegetables, and physical activity to our participants and staff.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.

- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. *SF WIC Program* RESPONSIBILITIES UNDER THIS MOU:

SF WIC Program shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3-28-07
Date

Agency Director
Magdalene Louie, MS, RD
WIC Program
San Francisco Dept. of Public Health

March 30, 2007
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

SFUSD - School Health Programs Department
1515 Quintara Street, S.F., CA 94116, Tel: (415) 242 - 2615

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and SFUSD - School Health Programs Department, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get*

Fit! Children Program; Breast Milk, Best Milk Campaign; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The Nutrition Education Project of SFUSD within the School Health Programs Department currently educates children, families and staff at 18 elementary schools on the benefits of eating more fruits and vegetables every day and being physically active for 60 minutes a day. Site Nutrition Coordinators at each site empower teachers to integrate nutrition education and physical activities into the regular school day lessons, class and school culture.

The project also supports the SFUSD Wellness Policy, promotes the NSLP and increases family awareness and participation related to nutrition and physical activities. At parent workshops and meetings information pertaining to the Food Stamp Program is provided to parents and caregivers.

Chinese Cuisine recipe books published by the Chinese 5-A-Day Project have been purchased and distributed to SFUSD parents and staff. In collaboration with the Chinese 5-A-Day Project, Chinese translations of Harvest of the Month are reviewed prior to distribution. SFUSD/SHPD/NEP sends finalized copies for Chinese 5 –A-Day use.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of Local Incentive Award project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. SFUSD - School Health Programs Dept. RESPONSIBILITIES UNDER THIS MOU:

SFUSD shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for Local Incentive Award Project.
- Provide NSCPHC with data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2008. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.28.07
Date

Meyla Ruwin
Agency Director
School Health Programs Dept.
SFUSD

3/23/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Asian Family Support Center
(Agency Name)
2327 Clement Street (415) 221-5783
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Asian Family Support Center hereinafter called AFSC.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

Please see attachment

Asian Family Support Center is a collaborative project of Asian Women's Resource Center and Kai Ming Head Start. Our mission is to strengthen the development of Asian American children and their families by providing education, support and empowerment to the families. Asian Women's Resource Center (AWRC) is part of the Lunch Bunch Program, DCYF's Summer Lunch Program and the Mayor's Office Snack Program. In 2006, AWRC hosted a Dance and Movement workshop for family care providers to educate them on the importance of exercise and movement for children and their families. In 2006, Asian Family Support Center (AFSC) collaborated with the Chinatown Public Health Center in hosting a community workshop on Nutrition. Community members and families were invited to learn healthy eating habits and recipes.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. AFCC RESPONSIBILITIES UNDER THIS MOU:

AFSC shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

4/10/07
Date

~~Agency Director~~
Program coordinator

4/5/07
Date

05/14/2008 10:23 9861140 CHINATOWN PUBLIC HC PAGE 09

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

City College of San Francisco
(Agency Name)
1860 Hayes St, SF, Ca. 94117 (415-561-1914)
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Consumer Education Dept, City College of San Francisco hereinafter called CEDCCSF.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

05/14/2008 10:23 9861140 CHINATOWN PUBLIC HC PAGE 10

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

City College of San Francisco offers a noncredit nutrition class to low income seniors who participate in the federally funded congregate meal program. Many of the seniors who attend our classes are monolingual Chinese seniors. The educational materials provided by the Chinese 5 a Day Project have been very useful for our monolingual Chinese students.

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III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. CGDCCSF RESPONSIBILITIES UNDER THIS MOU:

Com. Ed. Dept shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.26.07
Date

Agency Director
Chair, Consumer Ed. Dept.

3/19/07
Date

05/14/2008 10:23 9861140 CHINATOWN PUBLIC HC PAGE 13

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Kai Ming Inc.

(Agency Name)

950 Powell St. (415) 982-4777

(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Kai Ming Inc., hereinafter called Kai Ming.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

05/14/2008 10:23 9861140 CHINATOWN PUBLIC HC PAGE 14

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

Head Start was developed in 1965 to help break the cycle of poverty by providing preschool children of low income families a free, comprehensive program to meet their emotional, social, health, nutritional, and educational needs.
Kai Ming was established in 1975 to serve the Chinatown and North Beach communities. We contract with San Francisco Heat Start, the grantee, to provide services to 265 children and families in 6 centers. Kai Ming also receives additional funds from the State of California to extend the hours at some of our centers.
We have worked collaboratively with the Chinatown Public Health Center for many years to provide nutrition education to our families, including the Chinese 5 a Day Project.

III. NSCPHC Responsibilities Under this MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

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IV. Kai Ming's RESPONSIBILITIES UNDER THIS MOU:

Kai Ming shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

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VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

4/9/07
Date

Karen M. Lam
Director
Kai Ming Inc.

3/30/07
Date

05/14/2008 10:23 9861140 CHINATOWN PUBLIC HC PAGE 17

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

University of California Cooperative Extension, SF/SM Counties
(Agency Name)
300 Piedmont Ave., Bldg B, #227, San Bruno, CA 94066 (650) 871-7559
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and University of California Cooperative Extension, hereinafter called UCCE.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

05/14/2008 10:23 9861140 CHINATOWN PUBLIC HC PAGE 21

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

The University of California Cooperative Extension's nutrition education outreach programs provide consumers and families with research-based information about foods and nutrition, resource management, food shopping and preparation skills, child feeding practices, and food safety. Nutrition education targeting limited income families and youth is available through the Food Stamp Nutrition Education Program (FSNEP) and the Expanded Food Nutrition Education Program (EFNEP). We partner with schools and community-based organizations such as the Chinese 5 a Day Project to collaborate and reach our clientele. Program delivery approaches include group instruction, workshops, learn-by-mail program, and in-home instruction. For teachers and child care providers we offer in-service training to implement nutrition education curricula which align to California State Content Standards, and provide support through classroom presentations, coordination of special nutrition education events, and newsletter. We also conduct the 5-A-Day *Power Play!* campaign serving schools and community youth organizations in San Francisco. For agencies serving low income urban youth, we offer curricula training, and farm-to-school/gardening resources. The University also operates the Richard J. Elkus Ranch in Half Moon Bay, an environmental education center providing unique hands-on learning experiences for youth. In addition we train and host a cadre of Master Gardeners that answer a help line, are a resource for school and community gardens, and participate in community events that support home gardening.

www.cesanmateo.ucdavis.edu

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NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. UCCE RESPONSIBILITIES UNDER THIS MOU:

UCCE shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH — Date: 4.7.07
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

Program Representative — Date: 4/2/07
University of California Cooperative Extension

05/14/2008 10:23 9861140 CHINATOWN PUBLIC HC PAGE 24

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Excelsior Family Connections
(Agency Name)
459 Vienna street, San Francisco, CA 94112
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Excelsior Family Connections, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign.* NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

Excelsior Family Connections exists to develop strong, healthy families and to build a thriving Portola and Excelsior community. Family Connections provides opportunities for people of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources.

Excelsior Family Connections provides a series of Nutrition Workshops with the Chinese 5-a-day project. Participants engage in weekly activites and recieve a free reciepe cook book from the project. Excelsior Family connections attends the quarterly meetings and keep abreast of chinese 5 a day campaigns and activities.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. Excelsior Family Coalition RESPONSIBILITIES UNDER THIS MOU:

_____ shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

3.20.07
Date

Agency Director

3/14/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Wu Yee Children's Services, Child Development Department
(Agency Name)
706 Mission Street, 6th Floor, San Francisco, CA 94103
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and Wu Yee Children's Services, Child Development Department, hereinafter called Wu Yee.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

Wu Yee is a non-profit family and children's agency. Wu Yee's mission is to promote the healthy development of children and families by providing high quality, linguistically, and culturally appropriate children and family support services. Established in 1977, Wu Yee was the first child development and family services organization in San Francisco founded by Chinese and it is the oldest provider of parent support in San Francisco's Chinatown.

Wu Yee provides a wide array of services to low income families and children through several different programs, including: SF CARES, Family Center, Joy Lok Family Resource Center, and the Child Development Program. The Child Development Program provides comprehensive child development services to families through our six centers throughout San Francisco. The Child Development Program provides full-day, year-round services to children ages 0-5 and pregnant women through Early Head Start, Head Start, and state subsidized child care and child development programs. These programs cater to low-income families and those with disabilities.

The Child Development Program provides comprehensive services, integrating aspects of parent involvement, education, health, mental health, nutrition, and social services. Parents are involved in all aspects of the program and services are enriched by partnerships with other community agencies. Children are allowed to learn through exploration, with opportunities to engage in activities and explore toys that are developmentally-appropriate. Parents and staff develop learning plans to address individual children's developmental goals.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. Wu Yee RESPONSIBILITIES UNDER THIS MOU:

Wu Yee shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

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.

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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.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

7/15/07
Date

Agency Director
Sharon Davis
Child Development Program Director
Wu-Yee Children's Services

7/9/07
Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Nutrition Services, Chinatown Public Health Center,
San Francisco Department of Public Health,
1490 Mason Street, San Francisco, CA 94133, Tel: (415) 364-7902

and

Self-Help for the Elderly
(Agency Name)
407 Sansome Street, San Francisco 415-677-7600
(Address and Telephone Number)

This is an agreement between Nutrition Services, Chinatown Public Health Center, hereinafter called NSCPHC and _Self-Help for the Elderly_, hereinafter called ___SHE___.

I. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to their partnership or collaboration under LIA (Local Incentive Award) Guidelines to creating a healthy eating and active living environment in the San Francisco Chinese community, specifically in the promotion of healthy eating practices, increased consumption of fruits and vegetables, physical activity, and awareness of the Food Stamp Program.

II. BACKGROUND

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. The San Francisco Department of Public Health assess and research the health of the community; develop and enforce health policy; prevent disease and injury; educate the public and train health care providers; provide quality, comprehensive, culturally-proficient health services and ensure equal access to all.

Chinatown Public Health Center has been serving the Chinese/Asian community since 1928 and provides comprehensive community-oriented primary care services for "vulnerable" populations such as those who are uninsured, on government subsidized health insurance plan or are new

immigrants. The NSCPHC was started in 1979 and has been providing medical nutrition therapy, conducting group classes, and launching various campaigns including the *Chinese 5 a Day Project; Eat Right! Get Fit! Children Program; Breast Milk, Best Milk Campaign*; and *the Healthy Eating Campaign*. NSCPHC is committed to serving as a valuable nutrition resource to the Chinese community of San Francisco; and is in the 4th year of receiving the Local Incentive Award from the USDA Food Stamp Program through the *California Nutrition Network for Healthy, Active Families.*

(Agency needs to fill in brief description of agency with mention of any current/historical ties to Food Stamp Program nutrition education i.e. with the Chinese 5 a Day Project and others)

During the past Fiscal Year, our Agency, Self-Help for the Elderly was very enthusiastic about promoting the Chinese 5 a Day Project.

With the aid of NSCPHC, not ONLY our clients and seniors, but also our staffs, had gained a lot of opportunities to learn about the importance of increasing their daily consumption of fruits and vegetables, physical activity etc.

In order to deliver the "5 a Day" message, a booth was set up at Self-Help for the Elderly 40th anniversary fair in S.F. Union Square, and close to one thousand people attended the booth. Activities provided at the booth included nutrition games, with emphasis in educating participants to healthier food choice by increasing consumption of more fruits and vegetable.

Self-Help for the Elderly also participated as co-sponsor of the Chinese Cooking Contest that promotes healthy cooking recipes with varieties of fruits and vegetables. After the successful contest, our agency took this opportunity and invited some of the contestants to demonstrate and teach their healthy dishes in the cooking class.

Nutrition educations based on healthy eating practice and increasing physical activity were given to our seniors and staffs. For the last year, at least 3 presentations on the topic relating to fruits/ vegetable were given to almost 1000 seniors in our senior centers. For the home-bound seniors and younger disable clients, pamphlets were distributed to them with their meals. Over 100 staffs from our agency also attended to a presentation promoting healthy balanced diet and physical activity in their daily lives.

III. NSCPHC RESPONSIBILITIES UNDER THIS MOU

NSCPHC shall undertake the following activities:

- Conduct quarterly coalition meetings and other as needed meetings for planning of LIA project scope of work, strategic plan, community event, education materials, evaluation and other activities.
- Identify project key messages and communication channels.
- Provide healthy eating guidelines at agency functions targeted to staff and/or clients.
- Provide training and technical assistance to agency staff.
- Provide selected nutrition education materials to partnering or collaborating organizations, with permission to reproduce with proper credits given, for the purpose of client education.
- Supply complimentary copies of nutrition education materials to promote consumption of fruits and vegetables, and physical activity.

IV. _*Self-Help for the Elderly*_ RESPONSIBILITIES UNDER THIS MOU:

Self-Help for the Elderly shall undertake the following activities:

- Attend quarterly NSCPHC LIA Project Coalition meetings for planning project scope of work, strategic plan, community event, development of education materials, evaluation and attend other meetings as needed.
- Promote LIA project messages and help create a healthy eating and active living environment in the community.
- Adhere to the established healthy eating guidelines at agency functions targeted to staff and/or clients.
- Plan, conduct and /or facilitate nutrition classes or trainings to promote healthy eating, consumption of fruits and vegetables, and physical activity to agency clients and/or staff.
- Participate in the promotion activities for LIA Project.
- Provide NSCPHC with targeting data (low income level and/or census tract information), and other surveys or reports as needed.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU will be reviewed and updated annually. Termination by either party shall been done in writing with at least 30 days prior notice.

VI. FUNDING

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

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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 signatures of the above stated parties' authorized officials. It shall be in force from October 1, 2007 to September 30, 2010. Both above stated parties indicate agreement with this MOU by their signatures.

Catherine Wong, RD, MPH
Nutrition Manager
Chinatown Public Health Center
San Francisco Dept. of Public Health

4/7/07
Date

Agency Director
Anni Chung, President & CEO
Self-Help for the Elderly

March 22, 2007
Date

FFY 09
California State Plan for Federal Fiscal Year 2009

3. Special Local Projects

LOCAL FOOD AND NUTRITION EDUCATION (LFNE)

Alameda County Community Food Bank

Asian Pacific American Legal Center (Southeast Asian Community Alliance)

CANGRESS

Children's Council of San Francisco

Community Alliance with Family Farmers

Community Services Planning Council

East Bay Asian Youth Center

Ecology Center (Farm Fresh Choice)

Health Education Council

Natividad Medical Foundation

New Economics for Women

Pacific Coast Farmers' Market Association

People's Grocery

Trust for Conservation Innovation, Project #1

Trust for Conservation Innovation, Project #2

University of Southern California (Keck Diabetes Prevention Initiative)

Urban Resource Systems, Inc. (Urban Sprouts School Gardens)

BUDGET COVER SHEET
FFY 2009

Organization: Alameda County Community Food Bank				
Contract Number: 08-85127				
State Share Budget	**FFY 2009**	**FFY 2010**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ -	$ 57,626	$ 57,626	0.0000%
Fringe Benefits	$ -	$ 8,068	$ 8,068	0.0000%
SubContracts				
Contracts/Grants/Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ 4,718	$ 4,718	0.0000%
Materials				
Travel	$ -	$ 1,798	$ 1,798	0.0000%
Equipment & Other Capital				
Indirect Costs	$ -	$ 12,637	$ 12,637	0.0000%
Total Federal Share	$ -	$ 84,847	$ 84,847	0.0000%
***No state share -LFNE contract**				
** New award no FFY 2008 experience				

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Alameda County Community Food Bank
Contract #: 08-85127

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. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS						
1.	Name:	Cindy Leung					
	Title:	Nutrition Educator (Agen. & Nut. Ser. Coor.)	40,000	0.7000		70.0%	28,000
2.	Name:	Bridget Galvan					
	Title:	Coordinator of Other Prog. (Food Prog. & Ser. Mgr)	51,266	0.1200	6.0%	6.0%	6,152
3.	Name:	TBD					
	Title:	Community Outreach Worker (Nutrition Associate)	29,250	0.2400		24.0%	7,020
4.	Name:	Felix Huang					
	Title:	Administrative Coordinator (Inv. Control Coordinator)	49,218	0.0400	2.0%	2.0%	1,969
5.	Name:	Manuel Cortez					
	Title:	Administrator (Director of Operations)	89,716	0.0600	6.0%		5,383
6.	Name:	Multiple Staff, Average Salary 53,785					
	Title:	Graphic Illustrator (2) (Comm. Manager & Multimedia Coordinator)	107,570	0.0464	4.6%		4,986
8.	Name:	Mindy Tran					
	Title:	Accountant/Finance Analyst (Sr. Accountant)	68,894	0.0300	3.0%		2,067
9.	Name:	Amy Donovan					
	Title:	Contract Manager (Director of Finance & Administration)	79,931	0.0100	1.0%		799
10	Name:	Suzan Bateson					
	Title:	Chief Exec. Officer (Executive Director)	125,000	0.0100	1.0%		1,250
	SUBTOTAL		**640,845**	**1.2564**	**23.6%**	**102.0%**	**57,626**

SAMPLE POSITION DESCRIPTIONS:		
Community Outreach Worker	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	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.	
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.	
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.	
Administrative Coordinator	Provides administrative and office support for the project staff and is responsible for the reporting requirements.	
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.	
Chief Executive Officer	Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.	
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.	
Coordinator of Other Programs	Supervises, coordinates, facilitates nutrition education aactivities, workshops, special events related to the recreation and community center planning and working together with other community center groups. Supervises staff implementating the nutrition education contract, prepares invoices, prepares and collects documentation, prepares progress reports.	

		Federal Share Total Dollars
B.	**FRINGE BENEFITS:**	
	Federal Share:	
	Includes payroll taxes and medical/dental benefits at 14% of $57,626 Personnel Salaries	$ 8,068
	SUBTOTAL:	$ 8,068
C.	**OPERATING EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**	
	Federal Share:	
	Cindy Leung, Nutrition Educator - (3) LFNEAC meetings $912 (lodging $125 x 3 nights = $375; per diem $24 x 3 days = $72; airfare $200 x 2 meetings = $400; 100 miles x 0.505 per mile = $51; parking fees $14)	$ 912
	(1) Annual Network Conference $454 (registration $175; lodging $145; per diem $24; 158 miles x 0.505 = $80; parking fees $15 x 2 days = $30)	$ 454
	(2) Network Trainings $432 (per diem $24 x 3 days = $72; lodging $100 x 2 nights = $200; 316 miles x 0.505 = $160)	$ 432
	SUBTOTAL:	$ 1,798
		Federal Share Total Dollars
F.	**SUBCONTRACTORS:**	
	Federal Share:	
	SUBTOTAL:	$ -

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Alameda County Community Food Bank
Contract #: 08-85127

G.	**OTHER COSTS:**		
	Federal Share:		
	Nutrition Education Workshops:		
	Recipe demonstration and taste test $750 (6 workshops x 50 people x $2.5 per participant)		$ 750
	Printed materials $200 ($4 x 50 participants)		$ 200
	Nutrition Education Helpline:		
	Telephone $600 ($50 per month x 12 months)		$ 600
	Printed Nutrition Education Materials $2,160 (2,400 packets x $0.90 per packet)		$ 2,160
	Postage $1,008 (2,400 stamps x $0.42 postage)		$ 1,008
	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.		
		SUBTOTAL:	$ 4,718
H.	**INDIRECT COSTS:**		
	Federal Share:	17.50% of $72,210 Total Direct Costs	$ 12,637
		SUBTOTAL:	$ 12,637

TOTAL	**$ 640,845.00**	**1.2564**	**23.6%**	**102.0%**	**$ 84,847**

Form #3

BUDGET COVER SHEET
FFY 2009

Organization: Asian Pacific American Legal Center (Southeast Asian Community Alliance)				
Contract Number: 08-85172				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capitol				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ -	$ 25,641	$ 25,641	0.0000%
Fringe Benefits	$ -	$ 5,128	$ 5,128	0.0000%
SubContracts	$ -	$ 27,853	$ 27,853	0.0000%
Contracts/Grants/Agreements				
Operating	$ -	$ 6,725	$ 6,725	0.0000%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ 700	$ 700	0.0000%
Materials				
Travel	$ -	$ 1,638	$ 1,638	0.0000%
Equipment & Other Capitol				
Indirect Costs	$ -	$ 13,685	$ 13,685	0.0000%
Total Federal Share	$ -	$ 81,370	$ 81,370	0.0000%
***No state share -LFNE contract**				
** New award no FFY 2008 experience				

BUDGET JUSTIFICATION Asian Pacific American Legal Center (Southeast Asian Community Alliance)
October 1, 2008 through September 30, 2009 **Contract #: 08-85172**

A	PERSONNEL SALARIES:						
	1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS					
	1. Name: Sissy Trinh Title: Chief Executive Officer (Executive Director)	42,565	0.2500	5.0%	20.0%	10,641
	2. Name: TBD Title: Outreach Worker (Youth Organizer)	30,000	0.5000		50.0%	15,000
	SUBTOTAL	**72,565**	**0.7500**	**5.0%**	**70.0%**	**25,641**
	SAMPLE POSITION DESCRIPTIONS:					
	Chief Executive Officer	Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.				
	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.				

BUDGET JUSTIFICATION Asian Pacific American Legal Center (Southeast Asian Community Alliance)
October 1, 2008 through September 30, 2009 **Contract #: 08-85172**

		Federal Share Total Dollars
B.	**FRINGE BENEFITS:**	
	Federal Share:	
	Includes payroll taxes and medical/dental benefits at 20% of $25,641 personnel salaries	$ 5,128
	SUBTOTAL:	$ 5,128
C.	**OPERATING EXPENSES:**	
	Federal Share:	
	Facilities Costs (calculated at 30% FTE of annual rent $15,333, insurance $1,666, utilities $1,333)	$ 5,500
	General Supplies (pens $10, paper $50, routine duplicating $50, supplies $300, ink/toner $200)	$ 650
	Communications (phone and internet)	$ 500
	Postage (2 Reports, FedEx @ $25 each; communications between subcontractor and funding agency @ $25)	$ 75
	SUBTOTAL:	$ 6,725
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**	
	Federal Share:	
	Sissy Trinh, executive director - (1) Annual Network Conference $613 (airfare $200; per diem $24 x 2 days = $48; registration $180; lodging $145; taxi $40)	$ 613
	(3) LFNE Action Committee Meetings $923 (lodging $125 x 3 nights = $375; per diem $24 x 3 days = $72; airfare $200 x 2 trips = $400; mileage 0.505 x 150 = $76)	$ 923
	(2) Regional Network Meetings (mileage 0.505 x 100 = $51)	$ 51
	(2) Network Sponsored Trainings (mileage 0.505 x 100 = $51)	$ 51
	SUBTOTAL:	$ 1,638

BUDGET JUSTIFICATION Contractor: Asian Pacific American Legal Center (Southeast Asian Community Alliance)
October 1, 2008 through September 30, 2009 Contract #: 08-85172

												Federal Share Total Dollars
F.	**SUBCONTRACTORS:**											
	Federal Share:											
		Healthy School Food Coalition										
		Project Administor - Mark Vallianatos	(.05 FTE @ $65,000/year)									$ 3,250
		Project Coordinator - Elizabeth Medrano	(.20 FTE @ $38,000/year)									$ 7,600
		Project Coordinator - Laura Palomares	(.20 FTE @ $40,000/year)									$ 8,000
		Contract Manager - Jessica Gudmundson	(.05 FTE @ $40,000/year)									$ 2,000
		Fringe benefits are 28.6% of total salaries.										$ 5,963
		General office expenses may include paper $300; ink/toner $200										$ 500
		Postage for dissemination of materials and contract reporting/invoicing $150										$ 150
		Copying costs for material distribution $100										$ 100
		Project Administrator, Mark Vallianatos and Project Coordinators, Elizabeth Medrano and Laura Palomares will be doing the following travel:										$ 290
		Local travel to 5 community meetings, visits school sites and community members for 3 staff members is estimated at $1,500.										
		Local travel includes mileage reimbursement for 575 miles at $.445/mile and bus fare reimbursement at $62/month for 12 months.										
											SUBTOTAL:	$ 27,853
G.	**OTHER COSTS:**											
	Federal Share:											
		(10) Community Meetings $500 (Meeting costs include space rental $50)										$ 500
		(4) Cooking demonstration $200 (food and serving utensils for 60 participants per class = $50 each class)										$ 200
											SUBTOTAL:	$ 700
	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.											
H.	**INDIRECT COSTS:**											
	Federal Share:	20% of $68,427 Total Direct Costs										$ 13,685
											SUBTOTAL:	$ 13,685
	TOTAL							**$ 72,565**	**0.7500**	**5.0%**	**70.0%**	**$ 81,370**

Form #3

BUDGET COVER SHEET
FFY 2009

Organization: CANGRESS				
Contract Number: TBD				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capitol				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 33,495	$ 34,700	$ 1,205	3.5976%
Fringe Benefits	$ 8,374	$ 8,675	$ 301	3.5945%
SubContracts				
Contracts/Grants/Agreements				
Operating	$ 6,360	$ 2,945	$ (3,415)	-53.6950%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ 5,890	$ -	$ (5,890)	-100.0000%
Materials				
Travel	$ 494	$ 2,349	$ 1,855	375.5061%
Equipment & Other Capitol				
Indirect Costs	$ 2,731	$ 2,433	$ (298)	-10.9118%
Total Federal Share	$ 57,344	$ 51,102	$ (6,242)	-10.8852%

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: CANGRESS
Contract #: 08-85166

A	PERSONNEL SALARIES:					
	1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS					
	1. Name: Becky Dennison Title: Project Coordinator (Co-Director)	50,000	0.2000	15.0%	5.0%	10,000
	2. Name: Pete White Title: Administrator (Co-Director)	60,000	0.1000		10.0%	6,000
	3. Name: Steve Diaz Title: Community Outreach Worker/Community Liason	34,000	0.4000		40.0%	13,600
	4. Name: Linda Valverde Title: Community Outreach Worker/Community Liason	34,000	0.1500		15.0%	5,100
	SUBTOTAL	**178,000**	**0.8500**	**15.0%**	**70.0%**	**34,700**

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.
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.
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.

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: CANGRESS
Contract #: 08-85166

			Federal Share Total Dollars
B.	**FRINGE BENEFITS:**		
	Federal Share:		
	Includes payroll taxes and medical/dental benefits at 25% of $34,700 Personnel Salaries	$ 8,675
	SUBTOTAL:	$ 8,675
C.	**OPERATING EXPENSES:**	
	Federal Share:	
	Rent [0.8500 FTE/5.5000 FTE in Office = 15.4545%] * [$14,400 annual rent] = $2,225	$ 2,225
	Telephone/Internet $720 (based on historical costs)	$ 720
	SUBTOTAL:	$ 2,945
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**	
	Federal Share:	
	Becky Dennison, Project Coordinator - Annual Network Conference $718 (registration $180; lodging $145 x 2 nights = $290; airfare $200; per diem $24 x 2 days = $48)	$ 718
	(2) LFNEAC meetings $594 (lodging $125 x 2 nights = $250; per diem $24 x 2 days = $48; airfare $200; 100 miles x 0.505 per mile = $51; parking fees $15 x 3 days = $45)	$ 594
	(1) Community Outreach Worker - Annual Network Conference $718 (registration $180; lodging $145 x 2 nights = $290; airfare $200; per diem $24 x 2 days = $48)	$ 718
	(2) Network Trainings $319 (per diem $24 x 2 days = $48; lodging $110 x 2 nights = $220; 100 miles x 0.505 = $51)	$ 319
	SUBTOTAL:	$ 2,349

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: CANGRESS
Contract #: 08-85166

												Federal Share Total Dollars
F.	**SUBCONTRACTORS:**											
	Federal Share:											
											SUBTOTAL:	$ -
G.	**OTHER COSTS:**											
	Federal Share:											
											SUBTOTAL:	$ -
H.	**INDIRECT COSTS:**											
	Federal Share:		5% of $48,669 Total Direct Costs									$ 2,433
											SUBTOTAL:	$ 2,433
TOTAL								**$ 178,000**	**0.8500**	**15.0%**	**42.5%**	**$ 51,102**

Form #3

BUDGET COVER SHEET
FFY 2009

Organization: Children's Council of San Francisco				
Contract Number: 08-85125				
State Share Budget	**FFY 2009**	**FFY 2010**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 32,075	$ 23,946	$ (8,129)	-25.3437%
Fringe Benefits	$ 8,340	$ 6,598	$ (1,742)	-20.8873%
SubContracts	$ -	$ 35,000	$ 35,000	0.0000%
Contracts/Grants/Agreements				
Operating	$ 6,857	$ 5,456	$ (1,401)	-20.4317%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ 8,530	$ 13,000	$ 4,470	52.4033%
Materials				
Travel	$ 836	$ 1,000	$ 164	19.6172%
Equipment & Other Capital				
Indirect Costs				
Total Federal Share	$ 56,638	$ 85,000	$ 28,362	50.0759%
***No state share -LFNE contract**				

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Children's Council of San Francisco
Contract #: 08-85125

A	PERSONNEL SALARIES:						
	1. Name and Position Title		2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS						
	1. Name:	Bergen Watterson					
	Title:	Nutrition Manager	$ 56,208	0.38		38%	$ 21,359
	2. Name:	Emma Kopp					
	Title:	Reports Accountant	$ 54,583	0.05	5%		$ 2,587
	3. Name:						
	Title:						
	SUBTOTAL		$ 110,791	0.43	5%	38%	$ 23,946
	SAMPLE POSITION DESCRIPTIONS:						
	Nutrition Manager	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and heath benefits of proper nutrition and physical activity.					
	Reports Accountant	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.					

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Children's Council of San Francisco
Contract #: 08-85125

													Federal Share Total Dollars
B.	**FRINGE BENEFITS:**												
	Federal Share:												$ 6,598
	Includes payroll taxes and medical/dental benefits at 27.55% of salaries												
												SUBTOTAL:	$ 6,598
C.	**OPERATING EXPENSES:**			x .43 FTE									
	Federal Share:		Postage		$ 886	x.43							$ 381
			Copying		$ 551	x.43							$ 237
			Telephone		$ 705	x.43							$ 303
			Office Supplies		$ 1,195	x.43							$ 514
			Insurance		$ 442	x.43							$ 190
			Audit		$ 379	x.43							$ 163
			Facilities & Utilities		$ 8,530	x.43							$ 3,668
												SUBTOTAL:	$ 5,456
D.	**EQUIPMENT EXPENSES:**												
	Federal Share:												
												SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**												
	Federal Share:												$ 1,000
	Staff	# Trips	# Days	Per Diem	Lodging	Round Trip	Total						
	Meeting	8	9	$100	$400	$500	$1,000						
		3 LFNEAC meetings, 2 BANPAC meetings, 2 Network trainings, 1 Annual Conference (x2)											
												SUBTOTAL:	$ 1,000

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Children's Council of San Francisco
Contract #: 08-85125

			Federal Share Total Dollars
F.	**SUBCONTRACTORS:**		
	Federal Share:	Community Coordinator/Garden Coordinator	$ 35,000
		SUBTOTAL:	$ 35,000
G.	**OTHER COSTS:**		
	Federal Share:	Program supplies:	$ 8,000
		Events - displays for events $2,000, materials to distribute (e.g.brochures, cookbooks) $2,000 and food demo supplies $,1050	
		Cooking Classes - food for cooking classes-$1000, cooking utensils-$500, NERI-$500, folders/handouts-$200, books-$500, pens/pencils/supplies-$250	
		Parent mentor materials, $1000 per session x 5 sessions:	$ 5,000
		* Expenditures on nutrition educatiion reinforcment 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.	
		SUBTOTAL:	$ 13,000
H.	**INDIRECT COSTS:**		
	Federal Share:	___ of Total Salaries or ___% Total Direct Costs	
		or ___% of Modified Directs (provide what costs to be included)	
		SUBTOTAL:	$ -
		TOTAL	**$ 85,000**

Form #3

BUDGET COVER SHEET
FFY 2009

Organization: Community Alliance with Family Farmers				
Contract Number: 06-55089				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 50,768	$ 53,307	$ 2,539	5.0012%
Fringe Benefits	$ 12,692	$ 13,327	$ 635	5.0032%
SubContracts				
Contracts/Grants/Agreements				
Operating	$ 8,450	$ 8,450	$ -	0.0000%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ 2,000	$ 3,000	$ 1,000	50.0000%
Materials				
Travel	$ 3,009	$ 3,009	$ -	0.0000%
Equipment & Other Capital				
Indirect Costs	$ 7,692	$ 8,109	$ 417	5.4212%
Total Federal Share	$ 84,611	$ 89,202	$ 4,591	5.4260%

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Community Alliance with Family Farmers
Contract #: 06-55089

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. Federal Share Total Dollars	
	FEDERAL SHARE POSITIONS						
	1. Name: Michelle Wyler Title: Project Coordinator	40,793	1.0000	0.0%	100.0%	$	40,793
	2. Name: ~~Anya Fernald~~ **Ildi Carlisle-Cummins** Title: Administrator (Program Director)	54,573	0.0500	5.0%	0.0%	$	2,729
	3. Name: ~~TBD~~ **Liam Creighton** Title: Program Assistant	35,280	0.2000	20.0%	0.0%	$	7,056
	4. Name: ~~Heidi O'Guinn~~ **Terry Pierson** Title: Finance Analyst/Controller	54,573	0.0500	5.0%	0.0%	$	2,729
	SUBTOTAL	**$ 185,219**	**1.3000**	**30.0%**	**100.0%**	**$**	**53,307**

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.
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.
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.

		Federal Share Total Dollars
B.	**FRINGE BENEFITS:**	$ 13,327
	Federal Share:	
	Includes payroll taxes and medical/dental benefits at 25% of salaries	
	Matching payroll taxes, FICA and Medicare, Workers Comp, SUI, Disability, health/dental/vision insurance and 403B.	
	SUBTOTAL:	$ 13,327
C.	**OPERATING EXPENSES:**	$ 8,450
	Federal Share:	
	Office supplies, copies, and postage $600/year, estimate based on historic use for projects of similar size and scope. Annual field rent space for 200 sq ft ($6000) for 1 FTE Project Coordinator. Graphic Design, printing, communication materials to advance nutrition education awareness among students and their families ($500). Preparation and distribution of eNewsletters, regular updating of website, updating and maintenance of downloadable PDFs of nutrition education and outreach at $50/month ($600), phone at $50/month for landline and cell ($600) and design costs for new page in website devoted to project and related resources ($150)	$ -
	SUBTOTAL:	$ 8,450
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**	$ 3,009
	Federal Share:	
	Annual Network Conference in Northern California; Regional Collaborative Trainings or meetings; and (3) Food and Nutrition Education Action Committee Meetings; (3) Network Sponsored Skill Training – including trainings such as facilitation, program delivery, media training, and Harvest of the Month.	
	Travel for Project Coordinator and Administrator or Program Assistant	
	Annual Network Conference	
	Conference Registration for 2: Coordinator + Director	$ 300
	Airfare for 2	$ 400
	Hotel: 1 night x $112.00/night (plus 10% tax $11)	$ 123
	Ground Transportation: Taxi/Shuttle:	$ 50
	Allowable Per Diem: 2 days x $34.00/day for 2 people	$ 136
	Two California Trainings/Meetings	
	Mileage: 375 miles x .34/mile= $127.50 x 2 trips	$ 255
	Hotel: 1 night x $112.00/night (plus 10% tax--$11) x 2 trips	$ 246
	Per Diem: 2 days x $40.00/day=$80.00 x 2 trips	$ 160

												Federal Share Total Dollars
	Two Out of Town Regional Collaborative Meetings											
	Mileage: 375 miles x .34/mile x2											$ 255
	Hotel: 2 nights x $112.00/night = 224.00(plus 10% tax--$22.00)											$ 246
	Per Diem: 2 days x $34.00/day x 2											$ 136
	Car rental: 2 days x $65/day x 2											$ 260
	2 Local trainings											
	Mileage: 50miles x.34=17 x 2											$ 34
	Pier Diem 2 days for 2 people x $34/day											$ 136
	Annual local travel to nutrition education sites 800 miles x .34											$ 272
	For partially and non-funded Network meetings, trainings, & 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 the nutrition education and determined as reasonable by ~~Nutrition~~ Network staff following a review of the training and conference agenda.											
											SUBTOTAL:	$ 3,009
F.	**SUBCONTRACTORS:**											$ -
	Federal Share:											
											SUBTOTAL:	$ -
G.	**OTHER COSTS:**											$ 3,000
	Federal Share:											
	Nutrition education training supplies, educational supplies, taste test foods and ~~NERI items~~ **Nutrition Education Materials required for the delivery of critical program services*** not to exceed $4 each: $67 per training/fieldtrip x circa 30 events = $2,000; production of 5000 of pamphlets about nutrition education issues & garden preparation and maintenance for use for parent and child outreach = $1,000											
											SUBTOTAL:	$ 3,000
H.	**INDIRECT COSTS:**											
	Federal Share:	___% of Total Salaries or 10% Total Direct Costs $81,093										
		or ___% of Modified Directs (provide what costs to be included)										
	CAFF's Federally Negotiated Indirect Cost Rate is 31.38 percent based on its 2004 Audited Financial Reports, for this grant administration, indirect costs are calculated as 10% of total direct costs.											
											SUBTOTAL:	$ 8,109
	TOTAL						**$ 185,219**	**1.3000**	**30%**	**100%**		**$ 89,202**
	Expeditures on nutrition education reinforcement items or promotional 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.											

Form #8

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Community Alliance with Family Farmers

and

Humboldt County Office of Education

This is an agreement between "*Party A*", hereinafter called *CAFF* and "Party B", hereinafter called *HCOE*.

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:
Increase the efficiency of CAFF's outreach efforts for:
1) School Garden Network teacher trainings
2) Garden enhanced nutrition education classroom visits
3) Nutrition education-based farm tours
4) Farmers' market fieldtrips.

II. BACKGROUND

The CAFF and HCOE partnership dates back to 2002. We have often collaborated on classroom activities, fieldtrips and program outreach. Additionally, HCOE staff sat on the School Garden Network Committee and participated in the planning of the current CAFF project. Currently HCOE and CAFF periodically brainstorm ways to piggyback nutrition education activities to strengthen- not duplicate- nutrition education efforts. HCOE has as a well established Harvest of the Month program that CAFF supplements with their garden enhanced nutrition education and farm based tour work. Efficient outreach is achieved through the Harvest of the Month distribution system.

III. *CAFF* RESPONSIBILITIES UNDER THIS MOU

CAFF shall undertake the following activities during the duration of the MOU term:
Provide HCOE with outreach materials including, but not limited to, School Garden Network teacher trainings flyers, garden enhanced nutrition education classroom opportunities and nutrition based farm and farmers' market announcements.

CAFF 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, PARTY A 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. *HCOE* RESPONSIBILITIES UNDER THIS MOU

HCOE shall undertake the following activities during the duration of the MOU term: Provide support to CAFF through the distribution of outreach materials including, but not limited to, School Garden Network teacher trainings flyers, garden enhanced school garden opportunities and nutrition based farm and farmers' market advertising.

CAFF 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, PARTY A 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:

This MOU may be modified or terminated by either party with a minimum of 30 days notice.

VI. STATE SHARE REQUIREMENTS Not Applicable

As requested by *[PARTY A]* and/or the *Network*, *[PARTY B]* shall provide documentation of qualifying services that they provide with their own resources to the total of $_____ each year. State Share funds are from a non-federal source.

VII. FEDERAL SHARE REQUIREMENTS Not Applicable

As requested by *[PARTY A]* and/or the *Network*, *[PARTY B]* shall provide documentation of qualifying nutrition education services as approved in the Scope of Work. *[PARTY B]* 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 $_____ The Federal Share invoice must represent itemized allowable costs for the billing period.

VIII. 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 *CAFF* 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.

IX. RECORD RETENTION

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

X. 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

[Authorized signature from PARTY A]	[Authorized signature from PARTY B]
David Runsten	Linda Prescott
[Insert name of PARTY A signatory]	[Insert name of PARTY B signatory]
4/7/08	3/31/08
Date	Date

Form #3

BUDGET COVER SHEET
FFY 2009

Organization: Community Services Planning Council				
Contract Number: 08-85126				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ -	$ 42,626	$ 42,626	0.0000%
Fringe Benefits	$ -	$ 10,443	$ 10,443	0.0000%
SubContracts	$ -	$ 8,160	$ 8,160	0.0000%
Contracts/Grants/Agreements				
Operating	$ -	$ 4,432	$ 4,432	0.0000%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ 3,518	$ 3,518	0.0000%
Materials				
Travel	$ -	$ 550	$ 550	0.0000%
Equipment & Other Capital	$ -	$ 250	$ 250	0.0000%
Indirect Costs	$ -	$ 13,016	$ 13,016	0.0000%
Total Federal Share	$ -	$ 82,995	$ 82,995	0.0000%
***No state share -LFNE contract**				
** New award no FFY 2008 experience				

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Community Services Planning Council
Contract #: 08-85126

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
FEDERAL SHARE POSITIONS					
1. Name: Melissa Ortiz-Gray Title: Project Coordinator (Program Manager)	47869	0.2500	0	25%	$11,967
2. Name: Nisha Kapadia Title: Program Assistant	34346	0.8000	0	80%	$27,477
3. Name: Sylvia Palmer Title: Contract Manager (Director, Business Services)	63646	0.0500	5%	0	$3,182
SUBTOTAL	**$ 145,861**	**1.1**	**5%**	**105%**	**$42,626**

POSITION DESCRIPTIONS:

Project Coordinator	Manages staff and nutrition education activities; plan and follow through on outreach and educational events; coordinates with appropriate stakeholders 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; attends nutrition education and scope of work related meetings; participates in regional collaborative.
Program Assistant	Assists the Program Manager with nutrition education program planning and development. Under the direction of Program Manager, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to FSNE eligibles.
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.

	Federal Share Total Dollars
B. FRINGE BENEFITS:	
Federal Share:	
Includes payroll taxes, medical/dental benefits, retirement (403b) contribution, and parking/public transportation at 24.5% of salaries	$10,443
SUBTOTAL:	$10,443

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Community Services Planning Council
Contract #: 08-85126

	Federal Share Total Dollars
C. OPERATING EXPENSES:	
Federal Share:	
Reception (@ $45/mo/FTE)	$594
Office Supplies (routine supplies, such as paper, pens, staples, file folders, easel pads, etc.)	$200
Telephone/Internet/Fax (@ $50/mo/FTE)	$660
Postage (360 pieces @ $.43/piece for communication with Network, community partners, program participants, etc.)	$155
Rent ($1.52/sq.ft./mo @ 137 sq.ft. - *pro rated per FTE*)	$2,499
Security (@$15/mo)	$180
Duplicating (3600 copies at $.04/copy for educational materials, handouts, correspondence)	$144
SUBTOTAL:	$4,432
D. EQUIPMENT EXPENSES:	
Federal Share:	
Software (for upgrades or new programs, as needed)	$0
Equipment Maintenance (for routine computer maintenance)	$250
SUBTOTAL:	$250
E. TRAVEL AND PER DIEM:	$0
Federal Share:	

	# Trips	# Days	Per Diem	Lodging	Round Trip	Total
LFNEAC	2	1	36	0	1 train ticket ($50), 1 plane ticket to LA ($200)	250
Network Trainings	2	1	0	0	2 train tickets ($50 each)	100
HEAL Collaborative meetings	12	12	0	0	13 mi/trip (@ $.505/mi)	79
Local mileage for project	24	24	0	0	10 mi/trip (@ $.505/mi)	121

SUBTOTAL:	$550
F. SUBCONTRACTORS:	$0
Federal Share:	
Consultant - Margie Erwin, MS, RD: planning/writing session curriculum, teach food resource & nutrition ed lessons (@ 10 hrs/mo, $40/hr, 12 months)	$4,800
Sub-contract - River City Community Services: planning/writing curriculum, plan/teach food resource sessions, prepare recipes(@ 8 hrs/mo, $35/hr, 12 months)	$3,360
SUBTOTAL:	$8,160

	Federal Share Total Dollars
G. OTHER COSTS:	
Federal Share:	
Food tastings/demos (72 participants/mo, 12 mos at $2.50 per participant, including supplies and food)	$2,160
Printing - Recipe Cards	$500
Graphic Design - Curriculum/Toolkit	$0
Staff Recruitment (to advertise staff position in case of vacancy)	$150
Staff Development (for trainings/workshops to build staff skills and capacity (e.g. group facilitation, project management, etc.)	$150
Audit Fees (for annual fiscal audit)	$558
SUBTOTAL:	$3,518

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.

H. INDIRECT COSTS:	
Federal Share:	$13,016
18.6% of Total Direct Costs (Federally negotiated indirect cost rate)	
SUBTOTAL:	$13,016

TOTAL	**$ 145,861.00**	**110%**	**5%**	**105%**	**$82,995**

BUDGET COVER SHEET
FFY 2009

Organization: East Bay Asian Youth Center
Contract Number: 06-55076

State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				

Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 56,813	$ 56,813	$ -	0.00%
Fringe Benefits	$ 11,931	$ 11,931	$ -	0.00%
SubContracts	$ -	$ 3,750	$ 3,750	100.00%
Contracts/Grants/Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ 1,250	$ 1,250	100.00%
Materials				
Travel	$ 1,724	$ 1,724	$ -	0.00%
Equipment & Other Capital				
Indirect Costs	$ 10,570	$ 11,320	$ 750	7.10%
Total Federal Share	$ 81,038	$ 86,788	$ 5,750	7.10%

Subcontracts - increase in subcontracts line to include a consultant to assist with the four-year retrospective case study
Materials - increase in materials line to include to production costs for the four-year retrospective case study

BUDGET JUSTIFICATION
FFY 2009

Contractor: East Bay Asian Youth Center
Contract #: 06-55076

A	PERSONNEL SALARIES:					
	1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS					
1.	Name: Susan Yee Title: Health Director	$55,500	0.1500	10.0%	5.0%	In kind $8,325
2.	Name: Margaret Lawson Title: Nutrition Coordinator	$37,500	0.8750	17.5%	70.0%	$32,813
3.	Name: Grey Kolevzon Title: Curriculum Specialist	$48,000	0.5000	10.0%	40.0%	$24,000
	SUBTOTAL	**$141,000**	**1.5250**	**37.5%**	**115.0%**	**$56,813**

SAMPLE POSITION DESCRIPTIONS:

Susan Yee - Health Director	Health Director - Administer the Nutrition Education Project (NEP) contract and budget; supervise NEP staff, attend NEP nutrition education and scope of work meetings; plan program and participate in Regional Collaborative meetings; Coordinate contract reporting requirements. Also serves as Teacher: coordinates, facilitates, modifies, develops and demonstrates lessons on nutrition and promotes physical activity for students and families. Supports NEP program goals through promotion, local, regional and statewide collaboration, and close coordination with the Registered Dietician.
Margaret Lawson - Nutrition Coordinator	Nutrition Coordinator - Coordinate program staff and Nutrition Education Project activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition education curriculum materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and, expand outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.
Grey Kolevzon - Curriculum Specialist	Curriculum Specialist - Coordinate curriculum development and garden-based nutrition education activities; to promote existing and/or develop new physical activity promotional components of garden-based nutrition education; and expand existing community outreach program to encompass nutritional components to increase community awarenewss and knowledge of good nutrition and health active lifestyles. Responsible for developing hands-on garden-based nutriontion education unit, utilizing the Full Circle Farms community garden. Teach garden-based nutrition education to students and their families.

					Federal Share Total Dollars
B.	**FRINGE BENEFITS:**				
	Federal Share:				
	Includes payroll taxes and medical/dental benefits at 21 % of salaries				
	Comprehensive Health Care Package calculated at a rate of 21%.				
				SUBTOTAL:	$11,931
C.	**OPERATING EXPENSES:**				
	Federal Share:				
	In kind operating costs.				
				SUBTOTAL:	$0
D.	**EQUIPMENT EXPENSES:**				
	Federal Share:				
				SUBTOTAL:	$0
E.	**TRAVEL AND PER DIEM:**				
	Federal Share:				
	Description, Area, Personnel		**Line Item Total**		
1	**Annual Conference** - Sacramento; Health Director and Nutrition Coordinator				
	[$40/round trip train ticket + ($112/hotel x 2 nights) + $150/registration + $30/per diem x 2=$474] x 2 staff members		$ 948		
2	**Regional Trainings** - San Jose only; Oakland no cost - Health Director and/or Nutrition Coordinator				
	[$40/round trip train ticket + $20/ per diem] x 2 people		$ 120		
3	**Committee Meetings** - Sacramento connected to Annual Conference - Health Director or Nutrition Coordinator				
	[$112/hotel + $30 per diem]		$ 142		
4	**Committee Meetings** - Fresno - Health Director and/or Nutrition Coordinator and/or Curriculum Specialist				
	[$80/round trip train ticket + $112/hotel + $30/per diem]		$ 222		
5	**Committee Meetings** - Los Angeles - Health Director and/or Nutrition Coordinator and/or Curriculum Specialist				
	[$150/round trip plane ticket + $112/hotel + $30/per diem]		$ 292		
			$ 1,724		
				SUBTOTAL:	$1,724

												Federal Share Total Dollars
F.	**SUBCONTRACTORS:**											
	Federal Share:											
		TBD, Consultant - Hire a consultant at $30 per hour for 125 hours to compile Nutrition Education Project Four year retrospective										
											SUBTOTAL:	$3,750
G.	**OTHER COSTS:**											
	Federal Share:											
		Printing costs is for retrospective.										
											SUBTOTAL:	$1,250
H.	**INDIRECT COSTS:**											
	Federal Share:											
		Overhead, bookkeeping, payroll, janitorial, insurance and audit expenses - calculated at a rate of 15% of $75,468										
											SUBTOTAL:	$11,320
TOTAL								**$141,000**	**1.5250**	**37.5%**	**115%**	**$86,788**

BUDGET COVER SHEET
FFY 2009

Organization: Ecology Center
Contract Number: 06-55105

State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				

Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 50,758	$ 53,341	$ 2,583	5.0889%
Fringe Benefits	$ 19,973	$ 20,990	$ 1,017	5.0919%
SubContracts	$ -	$ -	$ -	
Contracts/Grants/Agreements			$ -	
Operating	$ 8,111	$ 8,361	$ 250	3.0822%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ -	$ 5,000	$ 5,000	0.0000%
Materials			$ -	
Travel	$ 2,934	$ 2,934	$ -	0.0000%
Equipment & Other Capital	$ -	$ -	$ -	
Indirect Costs	$ 7,073	$ 7,433	$ 360	5.0898%
Total Federal Share	$ 88,849	$ 98,059	$ 9,210	10.3659%

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 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. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS						
	1. Name:	Tiffany Golden					
	Title:	Project Coordinator	38,588	0.7500	0.0%	75.0%	28,941
	2. Name:	Gerardo Marin					
	Title:	Project Coordinator	36,383	0.1012	0.0%	10.0%	3,684
	3. Name:	TBD					
	Title:	Youth Community Outreach Workers	20,639	0.7500	0.0%	75.0%	15,479
	4. Name:	Amy Kiser					
	Title:	Finance Analyst	41,895	0.1250	12.5%	0.0%	5,237
	SUBTOTAL		**137,505**	**1.7262**	**12.5%**	**160%**	**53,341**

SAMPLE 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.
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.
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.

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

		Federal Share Total Dollars
B.	**FRINGE BENEFITS:**	$ 20,990
	Federal Share:	
	Includes payroll taxes and medical/dental benefits at 39.35% of salaries ($53,341)	
	For Finance Analyst it Includes: Vacation Accrual, FICA, SUTA, and WCI	
	For Project Coordinators it includes: Vacation Accrual, FICA, SUTA, and WCI, Medical and Dental Benefits, and 401k Contributions	
	For Community Outreach Workers it includes FICA, SUTA, and WCI	
	Our combined rates are as follows:	
	Vacation: 4.15%	
	FICA: 7.65%	
	Medical and Dental: 7.69%	
	Workers Compensation Insurance (Festival Workers): 14.77%	
	401k Contributions: 1.29%	
	SUBTOTAL:	$ 20,990
C.	**OPERATING EXPENSES:**	$ 8,361
	Federal Share:	
	Printing:	$ -
	1500 Nutrition education newsletters @ $1.25 = $1,875	
	Recipe cards 12 X 300 @.26 = $936	
	Nutrition Education Door Hangers 4000 @ $0.40 = $1,600	
	Farm Fresh Choice Nutrition and Recipe Brochures 1000 @ $0.60 = $600	
	Health and Food (Nut. Ed) Zines 1000 @ $0.60 = $600	
	Taste Testing:	
	Prepared food for taste testing: 25 nutrition events @ $30 = $750	
	Fresh fruit tasting: 25 food demonstrations @ $20 = $500	
	Large event (like Juneteenth and Cinco de Mayo) tasting 5 @ $200 = $1000	
	Taste Testing: Supplies (utensils, napkins, toothpicks, etc) $500	
	SUBTOTAL:	$ 8,361

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

		Federal Share Total Dollars
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**	
	Federal Share:	
	Annual *Network* Conference (2 Project Coordinators)	
	Travel	
	Hotel ($84.00 plus tax/night) x 2 nights = $168	$ 205
	Per diem ($34/day per person) x 2 days x 2 people = $136	$ 136
	Mileage 180 miles x .445 = $80	$ 80
	Registration ($150/person) x 2 people = $300	$ 300
	2 Regional Nutrition Network Mtgs.	
	Mileage 50 miles x .445 x 2 Mtgs. x 2 people = $89	$ 89
	Per diem ($34/day per person) x 2 people = $68	$ 68
	2 Network Trainings (local)	
	Mileage 50 miles x .445 x 2 mtgs. x 2 people = $89	$ 89
	Per diem ($34/day per person) x 2 people = $68	$ 68
	Local Mileage for Classes /Regional Meetings (8)	
	Per diem ($34/day per person) x 4 days = $136	$ 136
	Mileage 800 miles x .445 = $356	$ 356
	Youth Conference (2 to Rooted In Community)	
	Airfare ($350/per ticket) x 2 people = $700	
	Per diem ($34/day per person) x 4 days x 2 people = $272	
	Hotel ($84.00 plus tax) x 4 nights x 2 people = $806	
	Registration ($250/person) x 2 people = $500	
	Ground transportation ($20/day) x 4 days x 2 people = $160	
	Subtotal = $2,438	
	$2,438 prorated by 30% FTE of FSNE Content = $732	$ 732
	Youth Training (4 to Urban Roots)	
	Registration $300 x 4 people = $1,200	
	Mileage 340 miles x .445 = $150	
	Subtotal = $1,350	
	$1,350 prorated by 50% FTE of FSNE Content = $675	$ 675
	SUBTOTAL:	$ 2,934

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

											Federal Share Total Dollars
F.	**SUBCONTRACTORS:**										$ -
	Federal Share:										
										SUBTOTAL:	$ -
G.	**OTHER COSTS:**										
	Federal Share:										
	3-Year Retrospective Project $5,000										
										SUBTOTAL:	$ 5,000
H.	**INDIRECT COSTS:**										
	Federal Share:										
	10% of Modified Directs $74,331 (Total Personnel Salaries and Fringe Benefits)									**SUBTOTAL:**	$ 7,433
	TOTAL						$ 137,505	1.7262	12.5%	160.0%	$ 98,059

Form #3

BUDGET COVER SHEET
FFY 2009

Organization: Health Education Council				
Contract Number: 08-85132				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries		$ 22,000	$ 22,000	0.0000%
Fringe Benefits		$ 5,500	$ 5,500	0.0000%
SubContracts		$ 27,203	$ 27,203	0.0000%
Contracts/Grants/Agreements				
Operating		$ 2,724	$ 2,724	0.0000%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs		$ 13,714	$ 13,714	0.0000%
Materials				
Travel		$ 1,220	$ 1,220	0.0000%
Equipment & Other Capital		$ 600	$ 600	0.0000%
Indirect Costs		$ 12,039	$ 12,039	0.0000%
Total Federal Share		$ 85,000	$ 85,000	0.0000%
***No state share -LFNE contract**				
** New award no FFY 2008 experience				

Attachment F

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Health Education Council
Contract #: 08-85132

A	**PERSONNEL SALARIES:**						
	1. Name and Position Title	**2. Annual Salary**	**3. Total FTE (as a decimal)**	**4. Percentage FTE Time for Administraive Duties**	**5. Percentage FTE Time for Direct Delivery**	**6. Federal Share Total Dollars**
	FEDERAL SHARE POSITIONS					
	1. Name: Fatima Malik Title: Program Assistant	$ 35,000	0.5	0	0.5	$ 17,500.00
	2. Name: Vacant Title: Project Coordinator	$ 45,000	0.1	0.1	0	$ 4,500.00
	SUBTOTAL	**$ 80,000.00**	**0.6**	**10%**	**50%**	**$ 22,000.00**

POSITION DESCRIPTIONS:

Program Assistant/Cooking Coordinator (Position #1)	Assists the Project Coordinator with nutrition education program planning and development housed at Grant High School, Farmers Market, and Head Start in Del Paso Heights. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education, cooking and physical activity targeted to FSNE eligibles.
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 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.

			Federal Share Total Dollars
B.	**FRINGE BENEFITS:**		$ 5,500
	Federal Share:		
	Includes payroll taxes and medical/dental benefits at **_25_%** of salaries	**SUBTOTAL:**	$ 5,500
C.	**OPERATING EXPENSES:**		
	Federal Share:		
	Rent: Monthly space to conduct project activities (150 sq. ft. per staff @ $1.60/ sq. ft. x .6 FTE x 12 months		$ 1,728
	Communications: $45/month/.6 FTE for local and long distance calls, faxes, teleconferences, e-mail, internet access, maintenance		$ 324

	on web pages, firewall protection									
	Printing and Duplicating: Approximately $40 per month for photocopying meeting agendas, minutes, attachments, training									$ 480
	materials, newsletters, recruit mailings to schools and CYOs, other community members and agencies; photo printing of special events									
	Postage: Approximately $ 8/month x 12 months for general correspondence with project partners and CPNS staff									$ 96
	Office Supplies: Pens, pencils, paper, CDs, paperclips, folders, staples, etc. $8/month									$ 96
									SUBTOTAL:	$ 2,724
D.	**EQUIPMENT EXPENSES:**									
	Federal Share:									
	Desktop computer and software for Program Assistant @ 50%									$ 600
									SUBTOTAL:	$ 600
E.	**TRAVEL AND PER DIEM:**									
	Federal Share:									
	Staff	# Trips	# Days	Per Diem	Lodging	AirfareRound Trip	Parking	Round Trip Mileage	Total	
	Project Coordinator	10	16	$ 80	$ 110	$ 200	$ 120	$ 177	**$ 687**	
	Program Assistant	48						$ 533	**$ 533**	
	Travel to sites for training - 4 monthly trips x 22 miles average x .505/mile reimbursement									$ 1,220
	Meeting									
	Project Coordinator									
	Network Statewide conference									
	4 Regional Collaborative Trainings									
	Network Sponsored Skill-Based Training									
	Network Fiscal Training									
	Network Media Training									
	Youth Empowerment Training									
	Network Steering Committee Meetings									
										$ 1,220
										Federal Share
F.	**SUBCONTRACTORS:**									
	Federal Share:									
	Soil Born Farms consultant @$35-45 per hour for 650 hours of nutrition education in the garden training									$ 27,203
									SUBTOTAL:	$ 27,203
G.	**OTHER COSTS:**									
	Federal Share:									
	Food demonstrations: 6,700 students and adults at $.41 per person to show benefits of cooking with fresh, seasonal produce									$ 2,747
	Cooking classes and demonstrations in schools, farmers market, and Head Start sites to emphasize healthy, family meals on a budget									

	Educational Materials: Fact sheets, flyers, brochures, recipes andhandouts to support EAT FIT curricula									$	1,000
	Nutrition Education Reinforcement Items: 250 - 500 items at no more than $4 each to promote cooking and eating healthy message with students									$	1,000
	and adults										
	Cooking Equipment: Pots, pans, baking sheets, untensils to use for food demonstrations									$	467
	Design of materials: Development of flyers to encourage participants, recipe cards to highlight use of produce									$	1,000
	Evaluation: Cost to oversee development of plan, including EAT FIT pre and post activities									$	7,500
									SUBTOTAL:	$	13,714
	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.										
H.	**INDIRECT COSTS:**										
	Federal Share:										
		_16.5__ % Total Direct Costs - federally negotiated indirect cost rate								$	12,039
									SUBTOTAL:	$	12,039
	TOTAL						**$ 80,000.00**	**60%**	**10%**	**50%**	**$ 85,000**

BUDGET COVER SHEET
FFY 2009

Organization: Natividad Medical Foundation				
Contract Number: 08-85148				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ -	$ 53,500	$ 53,500	0.0000%
Fringe Benefits	$ -	$ 16,050	$ 16,050	0.0000%
SubContracts				
Contracts/Grants/Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ 2,400	$ 2,400	0.0000%
Materials				
Travel	$ -	$ 2,692	$ 2,692	0.0000%
Equipment & Other Capital	$ -	$ 600	$ 600	0.0000%
Indirect Costs	$ -	$ 8,277	$ 8,277	0.0000%
Total Federal Share	$ -	$ 83,519	$ 83,519	0.0000%
***No state share -LFNE contract**				
** New award no FFY 2008 experience				

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Natividad Medical Foundation
Contract #: 08-85148

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
FEDERAL SHARE POSITIONS					
1. Name: Chesney Hoagland-Fuchs, BSN, RN, CDE Title: Nutrition Educator	110,000	0.1000	0.0	0.1	11,000
2. Name: Isabel Estolano-Franklin Title: Project Coordinator	85,000	0.5000	0.1	0.4	42,500
SUBTOTAL	**195,000**	**0.6000**	**0.1**	**0.5**	**53,500**

*Irene Fematt, Community Outreach Worker, will contribute 0.2 FTE in kind to direct delivery.

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.
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.

B. FRINGE BENEFITS: $ 16,050

Federal Share:

Includes payroll taxes and medical/dental benefits at 30% of salaries

SUBTOTAL: $ 16,050

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Natividad Medical Foundation
Contract #: 08-85148

	Federal Share Total Dollars

C. OPERATING EXPENSES:
Federal Share:

SUBTOTAL: $ -

D. EQUIPMENT EXPENSES:
Federal Share:

(1) Mobile food demonstration cart for nutrition education	$	600
SUBTOTAL:	$	600

E. TRAVEL AND PER DIEM:
Federal Share:

Isabel Estolano-Franklin, Project Coordinator - (1) Network Annual Conference $567 (registration $180; lodging $145; per diem $24 x 2 days = $48; mileage 0.505 x 324 = $164; parking $15 x 2 = $30)	$	567
(4) Regional Collaborative Trainings and Meetings $202 (mileage 0.505 x 400 = $202)	$	202
(3) Network Trainings $1,030 (lodging $140 x 3 nights = $420; per diem $40 x 3 = $120; mileage 0.505 x 575 = $290; airfare $200)	$	1,030
(3) Network Steering Committee Meeting $893 (lodging $110 x 3 = $330; per diem $24 x 3 = $72; mileage 0.505 x 972 = $491)	$	893
SUBTOTAL:	$	2,692

F. SUBCONTRACTORS:
Federal Share:

SUBTOTAL: $ -

G. OTHER COSTS:
Federal Share:

Printing/duplication of newsletter $2,400 (10,000 copies x 0.24 = $2,400)	$	2,400
SUBTOTAL:	$	2,400

H. INDIRECT COSTS:
Federal Share: 11% of $75,242 Total Direct Costs

	$	8,277
SUBTOTAL:	$	8,277

TOTAL	**$**	**195,000**	**0.6000**	**0.1**	**0.5**	**$ 83,519**

BUDGET COVER SHEET
FFY 2009

Organization: New Economics For Women
Contract Number: 08-85170

State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				

Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ -	$ 63,200	$ 63,200	0.0000%
Fringe Benefits	$ -	$ 9,809	$ 9,809	0.0000%
SubContracts				
Contracts/Grants/Agreements				
Operating	$ -	$ 1,860	$ 1,860	0.0000%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ 5,505	$ 5,505	0.0000%
Materials				
Travel	$ -	$ 2,349	$ 2,349	0.0000%
Equipment & Other Capital	$ -	$ 1,401	$ 1,401	0.0000%
Indirect Costs				
Total Federal Share	$ -	$ 84,124	$ 84,124	0.0000%

***No state share -LFNE contract**
** New award no FFY 2008 experience

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: NEW Economics for Women
Contract #: 08-85170

A	PERSONNEL SALARIES:						
	1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS					
1.	Name: Margarita Alvarez Gomez Title: Administrator	60,000	0.0500	5.0%		3,000
2.	Name: Gio Boresoff Title: Project Coordinator	36,000	0.5000		50.0%	18,000
3.	Name: Jim Donator Title: Nutrition Educator/Curriculum Development Specialist	52,000	0.1000		10.0%	5,200
4.	Name: Jaqueline Cibrian Title: Family Advocate/Program Facilitator	34,000	1.0000		100.0%	34,000
5.	Name: Romeo Reyes Title: Accountant	6,000	0.0500	5.0%		3,000
	SUBTOTAL	**188,000**	**1.7000**	**10.0%**	**160.0%**	**63,200**

SAMPLE 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.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.
Family Advocate/Program Facilita	Provides nutrition education to students and their families, and recruitsFSNE eligibles for group nutrition/cooking classes. Provides nutrition, physical activity and food stamp promotion resources to students and their parents. Works with the Project Coordinator in FSNE communities to conduct nutrition education interventions and participate in local events to promote health eating and physical activity for FSNE eligibles. Assist teachers and/or students with nutrition education and physical activity promotion.
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. Develops curriculum for nutrition education and physical activity interventions in a variety of different channels/venues.

	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. 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.

		Federal Share Total Dollars
B.	**FRINGE BENEFITS:**	
	Federal Share:	
	Includes payroll taxes and medical/dental benefits at 15.52% of $63,200 personnel salaries	$ 9,809
	SUBTOTAL:	$ 9,809
C.	**OPERATING EXPENSES:**	
	Federal Share:	
	Bank Charges $360 ($30 per month x 12 months)	$ 360
	Telephone $600 ($50 per month x 12 months)	$ 600
	Insurance $900 ($75 per month x 12 months)	$ 900
	SUBTOTAL:	$ 1,860
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	Laptop computer for Jaqueline Cibrian, Family Advocate @ 1 FTE FSNE	$ 1,401
	SUBTOTAL:	$ 1,401
E.	**TRAVEL AND PER DIEM:**	
	Federal Share:	
	Jaqueline Cibrian, Family Advocate - Annual Network Conference $718 (registration $180; lodging $145 x 2 nights = $290; airfare $200; per diem $24 x 2 days = $48)	$ 718
	(2) LFNEAC meetings $594 (lodging $125 x 2 nights = $250; per diem $24 x 2 days = $48; airfare $200; 100 miles x 0.505 per mile = $51; parking fees $15 x 3 days = $45)	$ 594
	Gio Boresoff, Project Coordinator - Annual Network Conference $718 (registration $180; lodging $145 x 2 nights = $290; airfare $200; per diem $24 x 2 days = $48)	$ 718
	(2) Network Trainings $319 (per diem $24 x 2 days = $48; lodging $110 x 2 nights = $220; 100 miles x 0.505 = $51)	$ 319
	SUBTOTAL:	$ 2,349

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

												Federal Share Total Dollars
F.	SUBCONTRACTORS:											
	Federal Share:											
											SUBTOTAL:	$ -
G.	OTHER COSTS:											
	Federal Share:											
	Supplies for Nutrition Demonstration (733 participants x $2.50 = $1,833)											$ 1,833
	Newsletter and nutrition education print announcements (1,200 FSNE eligible x $2.64 = 3,168)											$ 3,168
	Postage for newsletter (1,200 x $0.42 = $504)											$ 504
											SUBTOTAL:	$ 5,505
	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.											
H.	INDIRECT COSTS:											
	Federal Share:	___% of Total Salaries or ___% Total Direct Costs										
		or ___% of Modified Directs (provide what costs to be included)										
											SUBTOTAL:	$ -
	TOTAL							$ 188,000	1.7000	10.0%	160.0%	$ 84,124

BUDGET COVER SHEET
FFY 2009

Organization: Pacific Coast Farmers' Market Association				
Contract Number: 08-85142				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ -	$ 38,500	$ 38,500	0.0000%
Fringe Benefits	$ -	$ 9,625	$ 9,625	0.0000%
SubContracts				
Contracts/Grants/Agreements				
Operating	$ -	$ 14,140	$ 14,140	0.0000%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ -	$ 8,663	$ 8,663	0.0000%
Materials				
Travel	$ -	$ 3,016	$ 3,016	0.0000%
Equipment & Other Capital	$ -	$ 2,100	$ 2,100	0.0000%
Indirect Costs	$ -	$ 3,850	$ 3,850	0.0000%
Total Federal Share	$ -	$ 79,894	$ 79,894	0.0000%
***No state share -LFNE contract**				
** New award no FFY 2008 experience				

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Pacific Coast Farmers' Market Association
Contract #: 08-85142

A PERSONNEL SALARIES:

1. Name and Position Title	2. Annual Salary	3. Total FTE (as a decimal)	4. Percentage FTE Time for Administraive Duties	5. Percentage FTE Time for Direct Delivery	6. Federal Share Total Dollars
FEDERAL SHARE POSITIONS					
1. Name: Sarah Nelson Title: Administrator (Special Projects Coordinator)	38,480	0.2500	0.1	0.15	9,620
2. Name: Multiple Staff, Average Salary $37,120 Title: Community Liason (Program Coordinator and Assistant)	72,200	0.4000	0.05	0.35	28,880
SUBTOTAL	**110,680**	**0.6500**	**15.0%**	**50.0%**	**38,500**

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.
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.

B. FRINGE BENEFITS:

Federal Share:

Includes payroll taxes and medical/dental benefits at 25% of $38,500 personnel salaries	$	9,625
SUBTOTAL:	$	9,625

C. OPERATING EXPENSES:

Federal Share:

Permits and Fees	$	3,500
Printing and Reproduction ($4,000 annual x 0.25 FTE FSNE)	$	1,000
Repair and Maintenance ($3,750 annual x 0.40 FTE FSNE)	$	1,500
Rent ($61,000 annual x 0.10 FTE FSNE)	$	6,100
Telephone & Internet ($5.400 annual x 0.10 FTE FSNE)	$	540
Utilities ($15,000 annually x 0.10 FTE FSNE)	$	1,500
SUBTOTAL:	$	14,140

	Federal Share Total Dollars

D. EQUIPMENT EXPENSES:

Federal Share:

(1) Public address (PA) system for food demonstrations	$	500
(1) Mobile food demonstration cart	$	1,200
Tables ($25 x 2)	$	50
Microwave oven for food demonstrations	$	100
SUBTOTAL:	$	2,100

E. TRAVEL AND PER DIEM:

Federal Share:

Sarah Nelson, Administrator - (1) Annual Network Conference $472 (registration $180; lodging $145, per diem $24 x 2 days = $48; mileage 0.505 x 136 = $69; parking $15 x 2 = $30)	$	472
(3) LFNE Action Committee Meetings $773 (lodging $125 x 3 nights = $375; per diem $24 x 3 days = $72; airfare $200; mileage 0.505 x 250 miles = $126)	$	773
(3) Network Trainings $486 (per diem $24 x 3 days = $72; lodging $110 x 2 nights = $220; mileage 0.505 x 384 = $194)	$	486
(4) Network Steering Committee Meetings $275 (mileage 0.505 x 544 = $275)	$	275
Mileage for local travel to FSNE intervention sites (mileage 0.505 x 2,000 miles)	$	1,010
SUBTOTAL:	$	3,016

F. SUBCONTRACTORS:

Federal Share:

SUBTOTAL:	$	-

G. OTHER COSTS:

Federal Share:

Postage (1,785 particapant evaluations x 0. 42 cents)	$	750
Table covers for food demonstrations (2 x $25 each)	$	50
Signs and Easels ($30 easel x 3 = $60; $20 sign boards x 2 = $40)	$	100
Sampling Supplies ($1.40 x 1,785 participants)	$	2,500
Tarps ($25 each x 4)	$	100
Kitchen equipment for tasting and demonstrations (grater, knives, juicer, peeler, cutting boards)	$	200
Nutrition education materials (printing, copying, pamphlets)	$	500
Food costs for cooking demonstrations ($2.50 per person x 1,785 participants)	$	4,463
SUBTOTAL:	$	8,663

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.

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Pacific Coast Farmers' Market Association
Contract #: 08-85142

		Federal Share Total Dollars
H. INDIRECT COSTS:		
Federal Share:	10% of $38,500 Total Salaries	$ 3,850
	SUBTOTAL:	$ 3,850

TOTAL	**$ 110,680.00**	**0.6500**	**15.0%**	**85.0%**	**$ 79,894**

Form #3

BUDGET COVER SHEET
FFY 2009

Organization: People's Grocery
Contract Number: 06-55102

State Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ -	$ -	$ -	
Fringe Benefits	$ -	$ -	$ -	
Subcontractors	$ -	$ -	$ -	
Contracts/Grant Agreements			$ -	
Operating	$ -	$ -	$ -	
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ -	$ -	$ -	
Materials			$ -	
Travel	$ -	$ -	$ -	
Equipment & Other Capital	$ -	$ -	$ -	
Indirect Costs	$ -	$ -	$ -	
Total State Share	$ -	$ -	$ -	

Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ 47,007.00	$ 53,800.00	$ 6,793.00	0.14
Fringe Benefits	$ 4,700.00	$ 984.00	$ (3,716.00)	-0.79
SubContracts	$ 18,865	$ 16,380	$ (2,485.00)	-0.13
Contracts/Grants/Agreements			$ -	
Operating	$ 2,321	$ 1,300	$ (1,021.00)	-0.44
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ 4,062	$ 4,441	$ 379.00	0.09
Materials			$ -	
Travel	$ 1,167	$ 1,217	$ 49.80	0.04
Equipment & Other Capital	$ -	$ -	$ -	
Indirect Costs	$ 7,812	$ 7,812	$ -	0.00
Total Federal Share	$ 85,934.00	$ 85,934.00	$ -	0.00

BUDGET JUSTIFICATION
FFY 2009

Contractor:_People's Grocery_
Contract #: 06-55102

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:							
	Title:					$ -		
	2. Name:							
	Title:							
	3. Name:							
	Title:							
	FEDERAL SHARE POSITIONS							
	1. Name: Diana Abellera							
	Title: Project Coordinator, Contract Manager	39375	0.5	0.1	0.4		$ 19,688.00	$ 19,688.00
	2. Name: Alexandra West							
	Title: Community Liason	31200	0.5	0.05	0.45		$ 15,600.00	$ 15,600.00
	3. Name: Dannae Washington							
	Title: Nutrition Educator	20800	0.3	0	0.3		$ 6,240.00	$ 6,240.00
	4. Name: Kielayameosha Carswell							
	Title: Nutrition Educator	18720	0.3	0	0.3		$ 5,616.00	$ 5,616.00
	5. Name: 2 vacant positions							
	Title: Nutrition Educators	33280	0.2	0	0.2		$ 6,656.00	$ 6,656.00
	SUBTOTAL	**$ 143,375.00**	**1.8**	**15%**	**165%**	**$ -**	**$ 53,800.00**	**$ 53,800.00**

POSITION DESCRIPTIONS:

Community Outreach Worker/Community Liaison (1) (Outreach Coordinator)	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.
Contract Manager (0.5) (Education	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.

	Nutritionist/Nutrition Educator/Nutrition Aide (4) (Peer Educators)	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.			
	Project Coordinator (0.5) (Educatic	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

Contractor:_People's Grocery_
Contract #: 06-55102

		State Share Total Dollars	Federal Share Total Dollars	Total Dollars
B.	**FRINGE BENEFITS:**	$ -	$ -	$ -
	State Share:			
	Includes payroll taxes and medical/dental benefits at __% of salaries			
	Federal Share:			
	Includes payroll taxes and medical/dental benefits at _5_% of salaries for position #1		$ 984.00	$ 984.00
	SUBTOTAL:	$ -	$ 984.00	$ 984
C.	**OPERATING EXPENSES:**	$ -	$ -	$ -
	State Share:			
	Federal Share:			
	Phone - costs prorated based on FSNE FTE	$ -	$ 600	$ 600
	Printing - 2,800 @ .25 cents each		$ 700	$ 700
	SUBTOTAL:	$ -	$ 1,300	$ 1,300
D.	**EQUIPMENT EXPENSES:**	$ -	$ -	$ -
	State Share:			
	Federal Share:			
	SUBTOTAL:	$ -	$ -	$ -
E.	**TRAVEL AND PER DIEM:**	$ -	$ -	$ -
	State Share:			
	Staff # Trips # Days Per Diem Lodging Rou Total			
	Meeting			
	Federal Share:			
	Network Conference:			
	Assuming conference is in Sacramento @ 80 miles from home: 80 x 2 (roundtrip) x 0.505 cents		$ 81	

	Assuming two day annual conference with 1 overnight stay required at $84 plus tax/night = $112			112	
	Assuming two full days of travel, $40 per diem for 2 days $80			80	
	Conference Registration fee = $175 per person. Conference registration expenses for two attendees = $350			350	
	Regional Collaborative Trainings or meetings:				
	Assuming Bay Area Region with furthest regional partners in San Jose (100 miles RT) and Sacramento (160 miles RT). 260 miles X 0.505 cents			131	
	Food and Nutrition Education Action Committee Meetings:				
	Duplication of logic for travel to Regional Collaborative Trainings or meetings			131	
	Airfare for one attendee to one action committee meeting in Los Angeles based on competitive prices for major airlines = $200			200	
	Network Sponsored Skill Training:				
	Duplication of logic for travel to Regional Collaborative Trainings			132	
		SUBTOTAL:	$ -	$ 1,217	$ 1,217
			State Share Total Dollars	**Federal Share Total Dollars**	**Total Dollars**
F.	**SUBCONTRACTORS:**		$ -	$ -	$ -
	State Share:				
	Federal Share:				
	Cooking Instructor	TBD			
		$35/hr for 75 classes, 6 hours each (including prep and break down)			
		48 adult cooking classes, 3 hours instruction and 3 hours prep/clean up		10080	
		38 middle school nutrition and cooking classes, 2 hours instruction and 2 hours prep/clean up		5320	
		3 nutrition and cooking classes for peer educators, 3 hours instruction and 2 hours prep/clean up		630	
		5 Cooking demonstrations, 1 hour instruction, 1 hour prep/clean up		350	
		SUBTOTAL:	$ -	$ 16,380	$ 16,380
G.	**OTHER COSTS:**		$ -	$ -	$ -
	State Share:				
	Federal Share:				
	Nutrition Education Materials			531	
	Food for cooking classes			3010	
	Food for Cooking Demos			420	
	Food for Taste Tests			480	

					SUBTOTAL:	$ -	$ 4,441	$ 4,441
H. INDIRECT COSTS:								
State Share:	____% of Total Salaries or ___% Total Direct Costs							
	or ___% of Modified Directs (provide what costs to be included)							
Federal Share:	____% of Total Salaries or _10__% Total Direct Costs						$ 7,812.00	
	or ___% of Modified Directs (provide what costs to be included)				**SUBTOTAL:**	$ -	$ 7,812	$ 7,812
TOTAL		**$ 143,375.00**	**180%**	**15%**	**165%**	**$ -**	**$ 85,934.00**	**$ 85,934.00**

BUDGET COVER SHEET
FFY 2009

Organization: Trust for Conservation Innovation, Project #1				
Contract Number: 06-55097				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 44,762	$ 48,175	$ 3,413	7.6248%
Fringe Benefits	$ 6,930	$ 7,613	$ 683	9.8557%
SubContracts	$ 9,997	$ 10,733	$ 736	7.3622%
Contracts/Grants/Agreements			$ -	
Operating	$ 975	$ 975	$ -	0.0000%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ 7,900	$ 8,400	$ 500	6.3291%
Materials			$ -	
Travel	$ 1,918	$ 1,918	$ -	0.0000%
Equipment & Other Capital	$ -	$ -	$ -	
Indirect Costs	$ 10,727	$ 11,594	$ 867	8.0824%
Total Federal Share	$ 83,209	$ 89,408	$ 6,199	7.4499%

BUDGET JUSTIFICATION
October 1, 2008 through September 30,2009

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. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS					
	1. Name: Susie White Title: Administrator	68,250	0.2500	25.0%	0.0%	17,063
	2. Name: Megan Hanson Title: Project Coordinator	52,500	0.4000	0.0%	40.0%	21,000
	3. Name: Rania Long Title: Program Assistant	40,446	0.2500	0.0%	25.0%	10,112
	SUBTOTAL	**161,196**	**0.9000**	**25.0%**	**65.0%**	**48,175**

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.	
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.	
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.	

BUDGET JUSTIFICATION
October 1, 2008 through September 30,2009

		Federal Share Total Dollars
B.	**FRINGE BENEFITS:**	$ 7,613
	Federal Share:	
	Includes payroll taxes and medical/dental benefits at 15.802% of salaries	
	20% fringe benefits including payroll taxes and personnel benefits added to base salaries for Associate Director and Program Coordinator. Percentage applied to federal share equals percentage of time in CNN project. Associate Director = $13,650 x 25% totaling $3,413, and Program Coordinator = $10,500 x 40% totaling $4,200.	
	SUBTOTAL:	$ 7,613
C.	**OPERATING EXPENSES:**	
	Federal Share:	
	25% applied to $200 monthly bill for both copier and phone service totaling $600 annually, postage for 2 newsletter, class schedule mailings for 120 students totaling $141, and $234 for general office and classroom/student supplies	$ 975
	SUBTOTAL:	$ 975
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**	
	Federal Share:	
	3 Food and Nutrition Education Action Committee Meetings for Administrator and Project Coordinator. Projected regional travel to Fresno at 190 miles (carpooling) x $.34 = $65 with per diem of $34 x 2 = $68. Projected regional travel to Sacramento at 85 miles (carpooling) x $.34 = $29 with per diem of $34 x 2 = $68. Projected long distance travel to Los Angeles with airfare $237 x 2 = $474 and lodging ($120 x 2=$240) and per diem $34 x 2 = $68 estimated x 2 days = 136. ($1,006)	$ 1,080
	2 Regional Nutrition Network lead agency meetings for Administrator and Project Coordinator: Projected regional travel estimated at 125 miles (carpooling) x $.34 = $43 multiplied by 2 meetings = $86; plus per diem estimated at $34 per person x 2 = 68 x 2 meetings = $222 ($222).	$ 222

BUDGET JUSTIFICATION
October 1, 2008 through September 30,2009

		Federal Share Total Dollars
	1 Annual *Network* Conference for Administrator and Project Coordinator. Registration fee of $150 x 2 = $300 plus mileage of 85 miles (carpooling) x .34 = $29 with a per diem of $40 x 2 = $118. ($397).	$ 409
	2 *Network*-sponsored trainings:	
	Projected local, Bay Area travel of 20 miles x $.34 x 2 people = $28	$ 28
	local travel for project staff (travel to project sites, food shopping) at $.34 per mile x 526 totaling $179	$ 179
	SUBTOTAL:	$ 1,918
F.	**SUBCONTRACTORS:**	
	Federal Share:	
	Trust for Conservation Innovation consultant agreement with Nextcourse for fiscal sponsorship services.	$ 10,733
	SUBTOTAL:	$ 10,733
G.	**OTHER COSTS:**	
	Federal Share:	
	Food tasting costs for classes at $75 x 32 classes=$2,400	$ 2,400
	Food tasting costs for student demos that include school-wide cooking and food demos that include taste testings and cooking demonstrations, and nutrition education as part of farm tours at $100 x 8=$800	$ 800
	4 day-long farm visits that will include guided nutrition education and physical activity-oriented activities. Total projected cost paid to farm is $23.80 per student (84 total students) for a total of $2,000	$ 2,000
	Replacement cooking supplies totaling $500	$ 500
	Nutrition education-oriented Peer Leaders for class, school demos, and field trip facilitation: 32 events x 2 Peer Leaders = 64; 8 events x 3 Peer Leaders = 24 paid $25 in fees totaling $2,200	$ 2,200
	Retrospective Report printing and binding = $500	$ 500
	SUBTOTAL:	$ 8,400

BUDGET JUSTIFICATION
October 1, 2008 through September 30,2009

												Federal Share Total Dollars
H.	**INDIRECT COSTS:**											
	Federal Share:	14.9% Total Direct Costs										
		Programmatic indirect costs projected at 14.9% of $77,814 total direct expenses (not to exceed 13% of total expenses per policy agreement with fiscal sponsor).										
											SUBTOTAL:	$ 11,594
TOTAL								**$ 161,196**	**0.9000**	**25.0%**	**65.0%**	**$ 89,408**

BUDGET COVER SHEET
FFY 2009

Organization: Trust for Conservation Innovation, Project #2				
Contract Number: 08-85184				
State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				

Federal Share Budget	FFY 2008	FFY 2009	Amount Difference	% Difference
Personnel Salaries	$ 44,762	$ 50,745	$ 5,983	13.3682%
Fringe Benefits	$ 6,930	$ 11,164	$ 4,234	61.0967%
SubContracts	$ 9,997	$ -	$ (9,997)	0.0000%
Contracts/Grants/Agreements				
Operating	$ 975	$ 985	$ 10	1.0256%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ 7,900	$ 3,513	$ (4,387)	-55.5316%
Materials				
Travel	$ 1,918	$ 1,184	$ (734)	-38.2690%
Equipment & Other Capital				
Indirect Costs	$ 10,727	$ 14,870	$ 4,143	38.6222%
Total Federal Share	$ 83,209	$ 82,461	$ (748)	-0.8989%

*** No state share -LFNE Contract**

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Trust for Conservation Innovation on behalf of Nextcourse
Contract #: 08-85147

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. Federal Share Total Dollars
FEDERAL SHARE POSITIONS							
1.	Name:	Susie White					
	Title:	Administrator	68,250	0.1000	10.0%	0.0%	$ 6,825.00
2.	Name:	Niyati Desai					
	Title:	Project Coordinator	54,900	0.8000	10.0%	70.0%	$ 43,920.00
SUBTOTAL			**$ 123,150.00**	**0.9000**	**20.0%**	**70.0%**	**$ 50,745.00**

SAMPLE POSITION DESCRIPTIONS:

Administrator (e.g., Director of Programs) #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.
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.

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Trust for Conservation Innovation
on behalf of Nextcourse
Contract #: 08-85147

			Federal Share Total Dollars
B.	**FRINGE BENEFITS:**		
	Federal Share:		
	Includes payroll taxes and medical/dental/401k/ disability benefits at 23.5% of personnel salaries		$ 11,925
		SUBTOTAL:	$ 11,925.00
C.	**OPERATING EXPENSES:**		
	Federal Share:		
	*Telephone, fax, office space provided in kind by WRC		
		SUBTOTAL:	$ -
D.	**EQUIPMENT EXPENSES:**		
	Federal Share:		
	*Provided in kind		
		SUBTOTAL:	$ -
E.	**TRAVEL AND PER DIEM:**		
	Federal Share:		
	Niyati Desai, Project Coordinator - (1) Annual Network Conference (registration $180; lodging $145; per diem $24 x 2 days = $48; mileage 0.585 x 136 = $80)	$ 453
	(3) LFNE Action Committee Meetings (lodging $110 + $84 plus tax = $194 (2) nights; per diem $24 x 2 days = $48; airfare $200; mileage 0.585 x 136 = $80)	$ 522
		SUBTOTAL:	$ 975

BUDGET JUSTIFICATION
October 1, 2008 through September 30, 2009

Contractor: Trust for Conservation Innovation on behalf of Nextcourse
Contract #: 08-85147

												Federal Share Total Dollars
F.	**SUBCONTRACTORS:**											
	Federal Share:											
											SUBTOTAL:	$ -
G.	**OTHER COSTS:**											
	Federal Share:											
	Printing of nutrition education materials											$ 150
	Kitchen equipment for food preparation											$ 111
	Food demonstrations including food and materials for 48 classes and 3 events (1,474 participants x $2.50 = $3,685)											$ 3,685
											SUBTOTAL:	$ 3,946
	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.											
H.	**INDIRECT COSTS:**			Based on written agreement with fiscal sponsor TCI:					Subtotal $67,591			
	Federal Share:			12% of subtotal applied for administrative indirect costs = $8111								
				10% of subtotal applied for programmatic indirect costs = $6759								
							Total	$14,870				
											SUBTOTAL:	$ 14,870
TOTAL								**$ 123,150.00**	**0.9000**	**20.0%**	**70.0%**	**$ 82,461.00**

BUDGET COVER SHEET
FFY 2009

Organization: University of Southern California (Keck Diabetes Prevention Initiative)				
Contract Number: 06-55109				
State Share Budget				
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				
Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 40,999	$ 44,775	$ 3,776	9.21%
Fringe Benefits	$ 12,915	$ 12,966	$ 51	0.39%
SubContracts	$ -	$ 5,100	$ 5,100	100.00%
Contracts/Grants/Agreements				
Operating	$ 1,790	$ 2,190	$ 400	22.35%
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs	$ 9,160	$ 7,594	$ (1,566)	-17.10%
Materials				
Travel	$ 2,506	$ 2,506	$ -	0.00%
Equipment & Other Capital				
Indirect Costs	$ 16,842	$ 18,783	$ 1,941	11.52%
Total Federal Share	$ 84,212	$ 93,914	$ 9,702	11.52%
Subcontracts increase- to hire consultant trainers to conduct nutrition education classes and to conduct retail intervention.				
Operating Costs - increase to cover costs of the four-year retrospective.				
Materials- Material costs decreased due to the moratorium on nutrition education reinforcement items by CDPH.				
Total Costs - Increased due to the increases in the subcontract, operating and decrease in materials lines.				

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. Federal Share Total Dollars
FEDERAL SHARE POSITIONS					
1 Name: Valerie Ruelas MSW, LCSW Title: Administrator	$103,194	$ 0.1100	11%	0%	$ 11,351
2 Name: Mandy Graves, MPH,RD, CDE, ELA Title: Dietician	$64,216	$ 0.1500	5%	10%	$ 9,632
3 Name: Gabreilla Rios Title: Project Coordinator	$64,216	$ 0.1500	5%	10%	$ 9,632
4 Name: Martha Walker Title: Project Coordinator	$47,201	$ 0.1500	0%	15%	$ 7,080
5 Name: TBD Title: Project Coordinator	$47,201	$ 0.1500	0%	15%	$ 7,080
SUBTOTAL	**$326,029**	**$ 0.7100**	**21%**	**50%**	**$ 44,775**

SAMPLE POSITION DESCRIPTIONS:

Administrator (e.g., Director of Programs) Position #1	1) Administer the Nutrition Education Project (NEP) contract and budget; supervise nutrition education staff, assit with project evaluation, attend nutrition education and scope of work related to meetings, conduct program planning and participating Regional collaborative. Coordinate contract reporting requirements. Conduct Retrospective Evaluation.
Dietician Position #2	Oversee and supervise 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.
Project Coordinator Position #3,4,&5	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; 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. Assist Dietician and Project Coordinator with implementing nutrition education program; conduct community education in local grocery stores in collaboration with the Network's Retail Program, provided nutrition education.

BUDGET JUSTIFICATION
FFY 2009

				Federal Share Total Dollars
B.	**FRINGE BENEFITS:**			
	Federal Share:			
	Includes payroll taxes and medical/dental benefits at 21 % of salaries			
	Comprehensive Health Care Package calculated at a rate of 21%.			
	Valerie Ruelas MSW, LCSW	$103,194 x 11% = $11,351 * 20%		$2,270
	Mandy Graves, MPH,RD, CDE, ELA	$64,216 x 15% = $9,632 *32%		$3,082
	Gabreilla Rios	$64,216 x 15% = $9,632 *32%		$3,082
	Martha Walker	$47,210 x 15% = $7,080 *32%		$2,266
	TBD	$47,210 x 15% = $7,082 *32%		$2,266
			SUBTOTAL:	**$12,966**
C.	**OPERATING EXPENSES:**			
	Federal Share:			
1	Printing and duplication costs - Nutrition Education Program flyers to be mailed or displayed at community venues 2,000 x 0.10 = $200 Nutrition Education participant handouts for 90 participants at $5 per person = $450			$650
2	Office Supplies - paper, staples, printer ink, folders for participants			$850
3	Postage for mailings of Nutrition Education Class reminder flyers to participants: 90 participants x 5 classes = 450 x 0.39 = $175.50 and mailings to communitiy venues to advertise the Nutrition Education Class Program 550 x 0.39 = $214.50			$390
4	Retrospective Study - report printing			$300
			SUBTOTAL:	**$ 2,190**
D.	**EQUIPMENT EXPENSES:**			
	Federal Share:			
			SUBTOTAL:	**$0**

BUDGET JUSTIFICATION
FFY 2009

			Federal Share Total Dollars
E.	**TRAVEL AND PER DIEM:**		
	Federal Share:		
	***Network* Annual Conference**—Sacramento; Health Director and Nutrition Coordinator		
	Staff		
1	Project Administrator		$ 552
	Project Administrator to attend *Annual Network Conference* and 1 of 3 Food and *Nutrition Education Action Committee* Meetings in Sacramento Northern California - Airfare = $200, Hotel = $84 plus tax x 2 nights=$224, per diem = $34/day x 2 days =$68, airport transfers = $60 for $552		
2	Project Administrator or Dietitian		$ 880
	Project Administrator or Dietitian to attend 2 *Food and Nutrition Education Action Committee* Meetings in Northern California (TBD) – Airfare = $200, Hotel = $84 plus tax, per diem = $34/day x 2=$68, airport transfers = $60 for $440 per trip x 2 = $880		
3	Dietitian or Project Coordinator		$ 68
	Dietician or Project Coordinator to attend 3 *Regional Network* Sponsored Regional Trainings 100 (roundtrip) miles x .34 per mile = $34 plus per diem of $34/day= $ 68		
4	Local Travel (Project Coordinator & Dietitian)		$ 571
	Local Travel - Dietitians and Project Coordinators mileage to *Regional Network* Collaborative meetings (4 per year at 30 miles RT x .34 per mile x 4 = $163) and community locations to help drop off materials and attending series of classes – 15 classes per year, per person, 20 miles RT per person = 300 miles x .445 per mile = $102 x 4 = $408		
5	TBD		$435
	Local Travel-Project Coordinator mileage to grocery stores to drop off retail *Network for a Healthy California -- Retail Program* supplies- 16 visits per year, per store, 20 miles RT per (4 Community Health Educators (CHE) x 2 grocery stores each) = 320 miles x .34 per mile = $108.80 x 4 = approximately $435.		
		SUBTOTAL:	**$ 2,506**

BUDGET JUSTIFICATION
FFY 2009

			Federal Share Total Dollars
F.	**SUBCONTRACTORS:**		
	Federal Share:		
	1	Community Health Educators (CHE) - 10 hours for training plus 30 hours for Network for a Healthy California -- Retail Program plus 30 hours for nutrition education classes = 70 hours x $15/hr x 4 CHEs = $4,200	$ 4,200
	2	Cynthia Duenas and other local chefs - provide nutrition education and food demonstrations for two classes per program series of 5 classes at 3 series per year in each community; $75 per class x 12 = $900	$ 900
		SUBTOTAL:	**$ 5,100**
G.	**OTHER COSTS:**		
	Federal Share:		
	1	Food for taste tests for classes; $60 per week x 30 classes = $1,800	$ 1,800
	2*	Nutrition Educational Materials required for the deliviery of critical program services for attendees of cooking classes $4.00 x 90 = $360. (to include a nutrition edcuation message and not to exceed $4 per item	$ 360
	3	Cooking demonstration supplies - hot pads, utensils, foil = $100	$ 100
	4*	Nutrition Educational Materials required for the delivery of critical program services for Health Fair $4 x 200 = $800	$ 800
	5	Advertisement for Health Fair in community - Ads in newpapers and radio spots = $1,000	$ 1,000
	6	3 Year Retrospective Project = $3,534	$3,534
		SUBTOTAL:	**$ 7,594**
	*	"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 Federal safety requirements with respect to production including Prop 65 requirements for lead content.	
			Federal Share Total Dollars

BUDGET JUSTIFICATION
FFY 2009

H.	**INDIRECT COSTS:**									
	Federal Share:									
		The USC off-campus Federal Rate Agreement is 26% but was capped at 25% per RFP guidelines of $75,131 total direct costs.								
									SUBTOTAL:	**$ 18,783**
						TOTAL	**$326,029**	**0.7100**	**21.0%**	**50%**	**$93,914**

BUDGET COVER SHEET
FFY 2009

Organization: Urban Resource Systems, Inc.
Contract Number: 06-55087

State Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries				
Fringe Benefits				
Subcontractors				
Contracts/Grant Agreements				
Operating				
Non-Capital Equipment Supplies				
Building Space				
Maintenance				
Other Costs				
Materials				
Travel				
Equipment & Other Capital				
Indirect Costs				
Total State Share				

Federal Share Budget	**FFY 2008**	**FFY 2009**	**Amount Difference**	**% Difference**
Personnel Salaries	$ 58,422	$ 61,343	$ 2,921	4.9998%
Fringe Benefits	$ -	$ -	$ -	
SubContracts	$ 4,410	$ 4,631	$ 221	5.0113%
Contracts/Grants/Agreements			$ -	
Operating	$ 2,860	$ 1,376	$ (1,484)	-51.8881%
Non-Capital Equipment Supplies			$ -	
Building Space			$ -	
Maintenance			$ -	
Other Costs	$ 173	$ 6,600	$ 6,427	3715.0289%
Materials			$ -	
Travel	$ 3,623	$ 3,731	$ 108	2.9810%
Equipment & Other Capital	$ -	$ -	$ -	
Indirect Costs	$ 8,250	$ 8,690	$ 440	5.3333%
Total Federal Share	$ 77,738	$ 86,371	$ 8,633	11.1053%

BUDGET JUSTIFICATION
October 1, 2008 through September 30,2009

Contractor: Urban Resource Systems, Inc.
Contract #: 06-55087

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. Federal Share Total Dollars
	FEDERAL SHARE POSITIONS						
	1. Name:	~~Abby Rosenheck~~ **Lisa Chen**					
	Title:	Nutrition Educator	59,623	0.2500	0.0%	25.0%	14,906
	2. Name:	**Marcus Gallegos**					
	Title:	**Nutrition Educator**	**59,623**	**0.2500**	**0.0%**	**25.0%**	**14,906**
	3. Name:	~~Lena Brook~~ **Abby Jaramillo**					
	Title:	Administrator	68,796	0.2500	15.0%	10.0%	17,199
	4. Name:	~~Eddy Jara~~ **Esperanza Pallana**					
	Title:	Family Advocate	57,330	0.2500	0.0%	25.0%	14,332
	SUBTOTAL		**245,372**	**1.0000**	**15.0%**	**85.0%**	**61,343**

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.
Family Advocate	Provides nutrition education to students and their families, and recruits FSNE eligibles for group nutrition/cooking classes. Provides nutrition, physical activity and food stamp promotion resources to students and their parents.
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.

BUDGET JUSTIFICATION
October 1, 2008 through September 30,2009

Contractor: Urban Resource Systems, Inc.
Contract #: 06-55087

		Federal Share Total Dollars
B.	**FRINGE BENEFITS:**	$ -
	Federal Share:	
	Includes payroll taxes and medical/dental benefits at __% of salaries	
	All staff are currently paid as contractors, rather than as staff through a payroll service, therefore fringe benefits are included in staff salaries.	
	SUBTOTAL:	$ -
C.	**OPERATING EXPENSES:**	
	Federal Share:	
	Approximately 50% of total organizational operating expenses; items are the same as in Year 2 with a 3% year-over-year added to account for increasing costs.	
	Office Supplies – The following costs, with an added 3%: copy paper (10 @ $5), stapler/staples ($15), hole punch ($25), printer ink (4 @ $15), curriculum binders (10 @ $3), dividers (10 @ $2), file folders (2 box @ $25), envelopes (box of 250 @ $35), address labels (4 packs @ $15), transparency sheets (box @ $35), card stock (pack @ $15), pens/pencils (10 box @ $5), telephones (3 @ $25), file cabinet ($25) book shelf ($50)	$ 631
	Printing and Copying - The following costs, with an added 3%: For 125 students (prorated number): 15 nutrition education handouts each (1875 @ $0.02), pre- and post-evaluation surveys made up of 6 B/W pages and 6 color pages (1500 B/W @ $0.02; 1500 color @ $0.20), two 2-page parent nutrition education newsletters (500 @ $0.20). Flyers announcing school events: 50 each for 2 events at each school (300 @ $0.20)	$ 407
	Postage - The following costs, with an added 3%: For 125 students, two nutrition newsletter mailings (250 @ $0.39). Administrative	$ 211
	Web hosting highlighting Nutrition Education Activities – The following cost, with an added 3%: 12 months @ $10/month	$ 127
	SUBTOTAL:	$ 1,376
D.	**EQUIPMENT EXPENSES:**	
	Federal Share:	
	SUBTOTAL:	$ -

		Federal Share Total Dollars
E.	**TRAVEL AND PER DIEM:**	
	Federal Share:	
	Federal Share costs are the same as Year 2, with a 3% year-over-year increase.	
	Travel to Network Meetings and Conferences	
	Three Food and Nutrition Education Action Committee Meetings – Attended by Nutrition Educator and Administrator. Mileage San Francisco to Sacramento (2 cars x 90 miles @ $0.34/mile = $61); Mileage from SF to Fresno (200 miles @ $0.34/mile = $68); Airfare SF to Los Angeles (2 people @ $180 RT = $360), Hotel for one night in LA ($110 plus tax x 2 people = $220)	$ 709
	Three regional Network trainings and other meetings - Attended by Nutrition Educator and Administrator. Mileage SF to Oakland (2 cars x 30 miles @ $0.34/mile = $30); Mileage SF to San Jose (2 cars x 100 miles @ $0.34/mile = $68); Mileage SF to Sac'to (2 cars x 180 miles @ $0.34/mile = $122), Additional 2 meetings in Oakland (2 meetings x 2 cars x 30 miles @ $0.34/mile = $40).	$ 267
	Network Annual Conference - Attended by Nutrition Educator, Family Advocate and Administrator. Registration (3 people @ $160 = $480), Mileage SF to Sac'to (2 cars, 180 miles @ $0.34/mile = $122), Hotel for 2 nights (2 rooms x 2 nights @ $110 plus tax = $440), Per diem (meals for 2 days except lunch at conference, 3 people @ $35 = $106)	$ 1,148
	Local mileage	
	Nutrition Educator - 3 school visits per week for 40 weeks, 7.5 miles round trip @ $0.34/mile = $303	$ 303
	Family Advocate - 3 school visits per week for 30 weeks, 32 miles round trip @ $0.34/mile = $974	$ 974
	Conferences – Two additional regional nutrition education conferences, upon Network approval. Registration (2 people @ $135), Mileage average estimate SF to Sacramento (180 miles @ $0.34/mile = $61)	$ 330
	For partially and non-funded Network meetings, trainings, & 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 the nutrition education and determined as reasonable by Nutrition Network staff following a review of the training and conference agenda.	
	SUBTOTAL:	$ 3,731
F.	**SUBCONTRACTORS:**	
	Federal Share:	
	Federal Share costs are the same as Year 2, with a 3% year-over-year increase.	
	Consultant - Michelle Ratcliffe, Evaluation Specialist. 122 hours per year @ $37/hour *(not to exceed $5,000 per year)* . Implements annual program evaluation including conducts surveys, focus groups, and interviews, transcription, data entry, conducts data analysis, creates data reports and supports staff in creating other dissemination materials.	$ 4,631
	SUBTOTAL:	$ 4,631

BUDGET JUSTIFICATION
October 1, 2008 through September 30,2009

Contractor: Urban Resource Systems, Inc.
Contract #: 06-55087

											Federal Share Total Dollars
G.	**OTHER COSTS:**										
	Federal Share:										
	Federal Share costs are the same as Year 2, with a 3% year-over-year increase.										
	Curriculum materials - set of 2 garden-based nutrition education books for each school (due to changing school staff we budget for at least one additional set of books each year), CDE's *Nutrition to Grow On* ($17.50) and Life Lab's *The Growing Classroom* ($38.50)										$ 178
	Program Supplies – The following costs, with an added 3%: disposable cameras for Photovoice (30 @ $8); markers (10 packs @ $2.50); clipboards (35 @ $2.50), food samples for 15 taste tests (15 @ $15 ea); plates, cups, forks for 15 taste tests (15 @ $15); tablecloths (6 @ $5); gallon of water (15 @ $5); poster board (30 @ $2), flip charts (4 @ $20), name tags (5 packs @ $3); magnifying lenses (35 @ $8), gas cooking burners (2 @ $30), butane gas canisters (2 @ $11), woks (2 @ $13), stirring spoons (3 @ $2.50), salad spinners (2 @ $10)										$ 1,568
	Three Year Retrospective – costs of creating Network-required document: Staff time (extra time paid to Nutrition Educator, 120 hours @ $27.50/hr), Printing (150 copies @ $10), Presentation: Mileage SF to Sacramento (90 miles, $0.34/mile), Per diem ($21)										$ 4,854
										SUBTOTAL:	$ 6,600
H.	**INDIRECT COSTS:**										
	Federal Share:	10.06% Total Direct Costs									
										SUBTOTAL:	$ 8,690
	TOTAL						**$ 245,372**	**1.0000**	**15.0%**	**85.0%**	**$ 86,371**