

FOURTH AMENDMENT TO AGREEMENT

THIS FOURTH AMENDMENT TO AGREEMENT (hereinafter "Fourth Amendment") is made and entered into this 14th day of Dec., 2021, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, Fresno, California (hereinafter "COUNTY"), and Fresno County Superintendent of Schools, a California Educational Organization, whose address is 1111 Van Ness Avenue, Fresno, California, 93721, (hereinafter "CONTRACTOR").

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR entered into Agreement number 16-698, dated December 13, 2016, pursuant to which CONTRACTOR agreed to provide nutrition education in schools and afterschool programs; to provide a measurable impact in target communities; and to provide integrated, layered, community-driven interventions under the Department of Public Health's Nutrition Education and Obesity Prevention program to COUNTY; and

WHEREAS, COUNTY and CONTRACTOR entered into a First Amendment to Agreement (Agreement number 16-698-1), dated June 20, 2017 ("First Amendment"), to increase the maximum compensation provisions; and

WHEREAS, COUNTY and CONTRACTOR entered into a Second Amendment to Agreement (Agreement number 16-698-2), dated May 12, 2020, ("Second Amendment"), to incorporate federally required terms and budget modifications; and

WHEREAS, COUNTY and CONTRACTOR entered into a Third Amendment to Agreement (Agreement number 16-698-3), dated August 10, 2021, ("Third Amendment"), to extend the term of the Agreement and increase the maximum compensation provisions; and

WHEREAS, Agreement No. A-16-698, together with the First Amendment, Second Amendment and Third Amendment will hereinafter collectively be referred to as "Agreement No. A-16-698" or "the Agreement"; and

WHEREAS, COUNTY and CONTRACTOR desire to amend the Agreement to allow the parties to revise the budgets to incorporate salary increases.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1 1. That all references in COUNTY Agreement Nos. A-16-698to “Revised Exhibit B2” be
2 changed to read “Revised Exhibit B4”, attached hereto and incorporated herein by reference.

3 COUNTY and CONTRACTOR agree that this Fourth Amendment is sufficient to amend the
4 Agreement and, that upon execution of this Fourth Amendment, the Agreement and this Fourth
5 Amendment together shall be considered the Agreement.

6 The parties agree that this Fourth Amendment may be executed by electronic signature as
7 provided in this section. An “electronic signature” means any symbol or process intended by an
8 individual signing this Amendment to represent their signature, including but not limited to (1) a digital
9 signature; (2) a faxed version of an original handwritten signature; or (3) an electronically scanned and
10 transmitted (for example by PDF document) of a handwritten signature. Each electronic signature
11 affixed or attached to this Amendment (1) is deemed equivalent to a valid original handwritten
12 signature of the person signing this Amendment for all purposes, including but not limited to
13 evidentiary proof in any administrative or judicial proceeding, and (2) has the same force and effect as
14 the valid original handwritten signature of that person. The provisions of this section satisfy the
15 requirements of Civil Code section 1633.5, subdivision (b), in the Uniform Electronic Transaction Act
16 (Civil Code, Division 3, Part 2, Title 2.5, beginning with section 1633.1). Each party using a digital
17 signature represents that it has undertaken and satisfied the requirements of Government Code
18 section 16.5, subdivision (a), paragraphs (1) through (5), and agrees that each other party may rely
19 upon that representation. This Fourth Amendment is not conditioned upon the parties conducting the
20 transactions under it by electronic means and either party may sign this Third Amendment with an
21 original handwritten signature.

22 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,
23 covenants, conditions and promises contained in the Agreement and not amended herein shall remain
24 in full force and effect. This Fourth Amendment shall be effective retroactive to September 29, 2021.

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IN WITNESS WHEREOF, the parties hereto have executed this Forth Amendment to Agreement as of the day and year first hereinabove written.

CONTRACTOR

COUNTY OF FRESNO

(Authorized Signature)

Steve Brandau, Chairman of the Board of Supervisors of the County of Fresno

Jim Yovino, Superintendent

Print Name & Title

(Authorized Signature)

Print Name & Title

ATTEST:
Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

1111 Van Ness Avenue, Fresno, CA 93721

Mailing Address

By: Lois Cuyf
Deputy

FOR ACCOUNTING USE ONLY:

Fund: 0001
Subclass: 10000
ORG: 56201662
Account: 7295

SMA

YEAR ONE: JAN 1, 2017 - SEP 30, 2017

Organization Name: Fresno County Superintendent of Schools

1. Staffing: Salary/Benefits:

Position #	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
				% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery						
1	Consultant 1	Cyndi Dean	1.00	10.00%	90.00%	\$ 73,256.00	\$73,256.00	20.00%	\$14,651.20	\$8,790.72	\$87,907
2	Project Specialist	Charles Clancy	1.00	0.00%	100.00%	\$ 40,487.00	\$40,487.00	20.00%	\$8,097.40	\$0.00	\$48,584
3	Project Specialist	Jason Wara	1.00	0.00%	100.00%	\$ 40,487.00	\$40,487.00	20.00%	\$8,097.40	\$0.00	\$48,584
4	Senior Director	In-Kind: Randy Mehrten	1.00	5.00%		\$ -	\$0.00	0.00%	\$0.00	\$0.00	\$0
5	Coordinator II	In-Kind: Brent Smither	1.00		10.00%	\$ -	\$0.00	0.00%	\$0.00	\$0.00	\$0
			5.00	Total Staffing: Salary/Benefits:			\$154,230		\$30,846	\$8,791	\$185,076

Definition and basis for calculations of benefit rate(s):

Describe what is covered in the benefit rate for your agency.

2. Non-Capital Equipment/Supplies:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1	No items identified				\$0
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>					
1					\$0
Total Supplies:					\$0

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1	Office Supplies	\$75	9	\$635
2	Postage			\$0
3	Computer Repairs	\$50	6	\$300
4	Physical Activity & Nutrition Message	\$1,000	4	\$4,000
	Other Costs			
	Pentathlon Adventure/Iron Chef Challenge Nutrition education & Physical Activity event at Fresno Fairgrounds - 18th year / 500 individuals x \$4.00 x 1 = \$2,000.00			
	Walk to School Physical Activity & Nutrition event at Sanger Unified School District – 1000 individuals x \$2.50 x 1 = \$2,500.00			
	Rainbow Day Nutrition and Physical Activity event at Kerman Unified School District – 500 individuals x \$2.50 x 1 = \$1,250.00			
	Harvest of the Month HOTM produce @\$30 per class x 125 classes x 5 months = \$18,750.00			
	Produce Stands Produce Stand supplies @ \$50 x 5 months x 8 school sites = \$2,000.00			
	ASP Cooking in the Classroom Healthy Supplies \$50 x 14 sites x 7 months = \$4900.			
	Food for Taste Testing Demos; Special Event, Lesson Plan, and Store Tour Taste Testing Parent learning classes & staff trainings - \$300 per demo @ 14 sites; walk to school, farm & nutrition and other misc. events - \$125 @ 8 events; healthy supplies @ \$100 x 2 sites x 8 months; healthy supplies @ \$100 x 4 locations, minimum of 25 students per demo = \$7,200.00 x 1 = \$7,200.00			
	Cooking with ASP – Healthy Recipes Kids can Make (On-line Cooking Show) Approved recipe ingredients; supplies; cooking equipment @ \$107.5 x 8 shows (2 per each of the 4 communities) = \$860.			
	ASP Workout Team Physical Activity Energizers (On-line show) Utilizing CATCH and SPARK curriculum, each School District will host and demonstrate 3 minute; 10 minute; & 20 minute Energizers – supplies; kid-friendly music; equipment @ \$70 x 8 segments (2 per each of the 4 communities) = \$560.00			
	Gardening Education Develop school teaching gardens / supplies include seeds, seedlings, plant (edible) starts, small gardening tools @ \$214.25 x 6 sites = \$1,285.5			
	Printing nutrition education flyers & surveys - color - 5,600 X \$.35 = \$1960.00; meeting notes, agendas, invoices, supporting docs – b/w - 2,000 x \$.07 = \$140.00; brochures - 550 x \$.35 = \$192.50; educational materials - b/w - 800 x \$.07 = \$56.00 = \$2,348.5			
Total Materials:				\$4,935

4. Travel:

Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.54	Reg. Fee	Other	Total
<i>In-State</i>													
1	Consultant - Cyndi Dean	in county	travel - in kind, FCOE	200	1					\$30.00			\$0
2	Project Specialist - Charles Clancy	in county	travel - in kind, FCOE	150	1								\$0
3	Project Specialist - Jason Wara	in county	travel - in kind, FCOE	150	1								\$0
4	Cyndi Dean	Sacramento	travel - in kind, FCOE	3	3								\$0
5	SNAP-ED LIA FORUM/Administrat	Sacramento, 1 trip / 3 Full-tim	travel - in kind, FCOE										\$0
6	Youth Engagement (Youth)/2-Nutrit	Sacramento, 1 trip / 2 Full-tim	travel - in kind, FCOE										\$0
7	IOE Training #1 of 2/Administrator	Sacramento, 1 trip/1 Full-time	travel - in kind, FCOE										\$0
<i>Out-of-State</i>													
													\$0
													\$0
													\$0
Total Travel:													\$0

5. Building/Space:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1					\$0
Total Building/Space:					\$0

6. Maintenance:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1					\$0
Total Maintenance:					\$0

7. Equipment and Other Capital Expenditures:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1						\$0
Total:						\$0

8. Consultants

Organization Name	Description of Service(s)	Total
1	After School Line Staff In-Kind: 38 Schools will provide student leadership opportunities including advocacy and on-site produce stands in partnership with OK Produce. (\$3,500 per site x 38 sites \$133,000)	\$0
Total Consultants:		\$0

9. Indirect Costs:

Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	total direct costs x 10.52% which is our CDE approved Indirect Cost Rate	\$190,011	\$19,989
Total Indirect Costs:			\$19,989

Total Year 1 Budget:			\$210,000
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YEAR TWO: OCT 1, 2017 - SEP 30, 2018

Organization Name: Fresno County Superintendent of Schools

1. Staffing: Salary/Benefits:

Position #	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
				% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery						
1	Consultant 1	Cyndi Dean	0.80	10.00%	90.00%	\$ 97,675.00	\$78,140.00	20.00%	\$15,628.00	\$9,376.80	\$93,768
2	Project Specialist	Charles Clancy	1.00	0.00%	100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$0.00	\$64,780
3	Project Specialist	Jason Wara	1.00	0.00%	100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$0.00	\$64,780
4	Project Specialist	TBA	1.00	0.00%	100.00%	\$55,608.00	\$55,608.00	20.00%	\$11,121.60	\$0.00	\$66,730
5	Senior Director	In-Kind: Randy Mehrten	1.00	5.00%			\$0.00		\$0.00	\$0.00	\$0
6			1.00				\$0.00		\$0.00	\$0.00	\$0
			5.80	Total Staffing: Salary/Benefits:			\$241,714		\$48,343	\$9,377	\$290,057

Definition and basis for calculations of benefit rate(s): _____

2. Non-Capital Equipment/Supplies:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1					\$0
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>					
1					\$0
Total Supplies:					\$0

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1	Office Supplies paper, pens, copy paper, envelopes, folders etc	\$5	127	\$635
2	Postage various network documents, invoices, etc. will be in-kind through FCOE - estimated at \$150/9 mo. \$1,350.			\$0
3	Computer Repairs IS & T in-house technicians	\$50	6	\$300
4	Physical Activity & Nutrition Message Nutrition education materials to promote healthy lifestyles - 27 students x 4 events x \$4. = \$432.00	\$439	1	\$439
5	Physical Activity & Nutrition Message Produce Stands Produce Stand supplies @ \$45 x 5 months x 10 school sites = \$2,250.00	\$450	5	\$2,250
	other in-kind costs Rainbow Day Nutrition and Physical Activity event at Kerman Unified School District – 400 individuals x \$2.18 x 1 = \$872			
	Walk to School Physical Activity & Nutrition event at Sanger Unified School District - 1000 individuals x \$2.50 x 1 = \$2,500.00			
	Harvest of the Month HOTM produce @\$30 per class x 125 classes x 5 months = \$18,750.00			
	Pentathlon Adventure/Iron Chef Challenge Nutrition Education & Physical Activity event at Fresno Fairgrounds -20th year/650 individuals x \$4.00 x 1 =			
	ASP Cooking in the Classroom Healthy Supplies \$50 x 14 sites x 5 months = \$3,500.00			
	Food for Taste Testing Demos; Special Event, Lesson Plan, and Store Tour Taste Testing Parent learning classes & staff trainings - \$300 per demo @ 14 sites; walk to school, farm & nutrition and other misc. events - \$125 @ 8 events; healthy supplies @ \$100 x 2 sites x 8 months; healthy supplies @ \$100 x 4 locations, minimum of 25 students per demo = \$7,200.00 x 1 = \$7,200.00			
	Cooking with ASP – Healthy Recipes Kids can Make (On-line Cooking Show) Approved recipe ingredients; supplies; cooking equipment @ \$75 x 8 shows (2 per each of the 4 communities) = \$600.00			
	ASP Workout Team Physical Activity Energizers (On-line show) Utilizing CATCH and SPARK curriculum, each School District will host and demonstrate 3 minute; 10 minute; & 20 minute Energizers – supplies; kid-friendly music; equipment @ \$75 x 8 segments (2 per each of the 4 communities) = \$600.00			
	Gardening Education Develop school teaching gardens / supplies include seeds, seedlings, plant (edible) starts, small gardening tools @ \$250 x 6 sites = \$1,500.00			
	Printing nutrition education flyers - color - 2,000 X \$.35 = \$700.00; meeting notes, agendas, invoices, supporting docs – b/w - 2,000 x \$.07 = \$140.00; brochures - 550 x \$.35 = \$192.50; survey - b/w - 800 x \$.07 = \$56.00 = \$1,088.5			
Total Materials:				\$3,624

4. Travel:

	Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.54	Reg. Fee	Other	Total
In-State														
1	Consultant - Cyndi Dean	in county	travel, FCOE	200	1						27			\$2,916
2	Project Specialist - Charles Clancy	in county	travel, FCOE	150	1						32.4			\$2,624
3	Project Specialist - Jason Wara	in county	travel, FCOE	150	1						32.4			\$2,624
4	Project Specialist - TBA	in county	travel, FCOE	150	1						32.4			\$2,624
5	SNAP-ED LIA FORUM/Administrator/2-Nutritionists	Sacramento, 1 trip / 3 Full-time Employees / 2.5 days / 3 nights, \$125.00 per night / 340. (Miles) + \$40.00 (Other) = \$1,785.50	travel - in kind, FCOE											
6	Youth Engagement (Youth)/2-Nutritionists	Sacramento, 1 trip / 2 Full-time Employees / 1 day / 0 nights 340. (Miles) + \$30.00 (Other) = \$315.50	travel - in kind, FCOE											
7	IOE Training #1 of 2/Administrator	Sacramento, 1 trip/1 Full-time Employees/1day/1 night/\$30 Per Diem / \$125.00 per night/340. (Miles) + \$60.00 (Other) = \$410.50	travel - in kind, FCOE											
Out-of-State														
														\$0
														\$0
Total Travel:														\$10,789

5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1						\$0
Total Building/Space:						\$0

6. Maintenance:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1						\$0
Total Maintenance:						\$0

7. Equipment and Other Capital Expenditures:

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1							\$0
Total Equipment:							\$0

8. Consultants

	Organization Name	Description of Service(s)	Total
1	After School Line Staff	In-Kind: 38 Schools will provide student leadership opportunities including advocacy and on-site produce stands in partnership with OK Produce. (\$5,000 per site x 38 sites \$190,000)	\$0
Total Consultants:			\$0

9. Indirect Costs:

	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	Indirect Costs calculated at CDE approved rate of 10.52%	10.52%	\$304,470	\$32,030
Total Indirect Costs:				\$32,030

Total Year 2 Budget: \$336,500

YEAR THREE: OCT 1, 2018 - SEP 30, 2019

Organization Name: Fresno County Superintendent of Schools

1. Staffing: Salary/Benefits:

Position #	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
				% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery						
1	Consultant 1	Cyndi Dean	0.80	10.00%	90.00%	\$ 97,675.00	\$78,140.00	20.00%	\$15,628.00	\$9,376.80	\$93,768
2	Project Specialist	Charles Clancy	1.00		100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$64,779.60	\$64,780
3	Project Specialist	Jason Wara	1.00		100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$64,779.60	\$64,780
4	Senior Director	In-Kind: Randy Mehrten	1.00	5.00%			\$0.00		\$0.00	\$0.00	\$0
5	Project Specialist	TBA	1.00		100.00%	\$ 55,608.00	\$55,608.00	20.00%	\$11,121.60	\$66,729.60	\$66,730
			4.80	Total Staffing: Salary/Benefits:			\$241,714		\$48,343	\$205,666	\$290,057

Definition and basis for calculations of benefit rate(s): _____

2. Non-Capital Equipment/Supplies:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1					\$0
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>					
1					\$0
Total Supplies:					\$0

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1	Office Supplies	\$5	127	\$635
2	Postage			\$0
3	Computer Repairs	\$50	6	\$300
4	Physical Activity & Nutrition Message	\$439	1	\$439
	Physical Activity & Nutrition Message	\$450	5	\$2,250
	other in-kind costs			
	Walk to School Physical Activity & Nutrition event at Sanger Unified School District – 1000 individuals x \$2.50 x 1 = \$2,500.00			
	Rainbow Day Nutrition and Physical Activity event at Kerman Unified School District – 500 individuals x \$2.00 x 1 = \$1,000.00			
	Harvest of the Month HOTM produce @\$30 per class x 125 classes x 5 months = \$18,750.00			
	Pentathlon Adventure/Iron Chef Challenge Nutrition Education & Physical Activity event at Fresno Fairgrounds - 21st year/650 individuals x \$4.00 x 1 =			
	ASP Cooking in the Classroom Healthy Supplies \$50 x 14 sites x 5 months = \$3,500.00			
	Food for Taste Testing Demos; Special Event, Lesson Plan, and Store Tour Taste Testing Parent learning classes & staff trainings - \$300 per demo @ 14 sites; walk to school, farm & nutrition and other misc. events - \$125 @ 8 events; healthy supplies @ \$100 x 2 sites x 8 months; healthy supplies @ \$100 x 4 locations, minimum of 25 students per demo = \$7,200.00 x 1 = \$7,200.00			
	Cooking with ASP – Healthy Recipes Kids can Make (On-line Cooking Show) Approved recipe ingredients; supplies; cooking equipment @ \$75 x 8 shows (2 per each of the 4 communities) = \$600.00			
	ASP Workout Team Physical Activity Energizers (On-line show) Utilizing CATCH and SPARK curriculum, each School District will host and demonstrate 3 minute; 10 minute; & 20 minute Energizers – supplies; kid-friendly music; equipment @ \$75 x 8 segments (2 per each of the 4 communities) = \$600.00			
	Gardening Education Develop school teaching gardens / supplies include seeds, seedlings, plant (edible) starts, small gardening tools @ \$250 x 6 sites = \$1,500.00			
	Printing nutrition education flyers - color - 2,000 X \$.35 = \$700.00; meeting notes, agendas, invoices, supporting docs – b/w - 2,000 x \$.07 = \$140.00; brochures - 550 x \$.35 = \$192.50; survey - b/w - 800 x \$.07 = \$56.00 = \$1,088.5			
Total Materials:				\$3,624

4. Travel:

	Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.54	Reg. Fee	Other	Total
<i>In-State</i>														
1	Consultant - Cyndi Dean	in county	travel, FCOE	200	1						27			\$2,916
2	Project Specialist - Charles Clancy	in county	travel, FCOE	150	1						32.4			\$2,624
3	Project Specialist - Jason Wara	in county	travel, FCOE	150	1						32.4			\$2,624
4	Project Specialist - TBA	in county	travel, FCOE	150	1						32.4			\$2,624
5	FORUM/Administrator/2-	Sacramento, 1 trip / 3 Full-time	travel - in kind, FCOE											\$0
6	Nutritionists	Sacramento, 1 trip / 2 Full-time	travel - in kind, FCOE											\$0
7	IOE Training #1 of 2/Administrator	Sacramento, 1 trip/1 Full-time	travel - in kind, FCOE											\$0
<i>Out-of-State</i>														
														\$0
Total Travel:														\$10,789

5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1						\$0
Total Building/Space:						\$0

6. Maintenance:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1						\$0
Total Maintenance:						\$0

7. Equipment and Other Capital Expenditures:

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1							\$0
Total							\$0

8. Consultants

	Organization Name	Description of Service(s)	Total
1	After School Line Staff	In-Kind: 38 Schools will provide student leadership opportunities including advocacy and on-site produce stands in partnership with OK Produce. (\$5,000 per site x 38 sites \$190,000)	\$0
Total Consultants:			\$0

9. Indirect Costs:

	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	Indirect Costs calculated at CDE approved rate of 10.52%	10.52%	\$304,470	\$32,030
Total Indirect Costs:				\$32,030

Total Year 3 Budget:			\$336,500
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YEAR FOUR: OCT. 1, 2019 - SEP 30, 2020

Organization: (CDPH) California Department of Public Health
 County/Jurisdiction: Fresno County Department of Public Health
 Contracts/Sub-Grant/Agreement: Fresno County Superintendent of Schools

1. Salary

Positi	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP- Ed Salary	Benefit Rate	Total SNAP- Ed Benefits	SNAP-Ed Admin Costs	Funded Salary and Benefits
				% of SNAP-Ed	% of SNAP-Ed						
1	Consultant II	Cyndi Dean	0.75	35.00%	65.00%	\$99,252.00	\$74,439.00	30.000%	\$22,331.70	\$33,869.75	\$96,770.70
2	Project Specialist	Charles Clancy	1.00	20.00%	80.00%	\$55,633.00	\$55,633.00	30.000%	\$16,689.90	\$14,464.58	\$72,322.90
3	Project Specialist	Jason Wara	1.00	20.00%	80.00%	\$55,633.00	\$55,633.00	30.000%	\$16,689.90	\$14,464.58	\$72,322.90
4	Project Specialist	Luis Trejo	0.00	20.00%	80.00%	\$55,633.00	\$0.00	0.000%	\$0.00	\$0.00	\$0.00
5											
			2.75	Total Staffing: Salary/Benefits:			\$185,705		\$55,712	\$62,799	\$241,417

Definition and basis for calculations of benefit rate(s):

Describe what is covered in the benefit rate for your agency.

[Includes payroll taxes, medical/dental benefits, and retirement as a percentage of salaries.](#)

2. Non-Capital Equipment/Supplies:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1 Office Supplies	Paper, pens, copy paper, ink, folders, etc.	2.75	\$9.06	39	\$971.69
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>					
1					\$0
Total Supplies:					\$972

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1 Nutrition and Physical Activity Materials	Purchase nutrition and physical activity approved materials to promote healthy living (250 students x 4 events x \$4 = \$4,000)	\$1000	4	\$4,000.00
2 Pentathlon and Iron Chef event	Pentathlon Adventure/Iron Chef Challenge Nutrition education & Physical Activity event at Fresno Fairgrounds / 700 individuals x	\$4.00	700	\$2,800.00
3 Safe Routes - Walk To School Day	Walk to School Physical Activity & Nutrition event at Sanger USD, Parlier USD, and Kerman USD – 2,000 individuals x \$4 x 1 = \$8,000.	\$4.00	2000	\$8,000.00
4 Rainbow Day events	Rainbow Day Nutrition and Physical Activity event at Kerman USD & Reedley, KCUSD - 1,000 individuals x \$4.00 x 1 = \$4,000.00	\$4.00	1000	\$4,000.00
5 Food for Taste Testing	Food for Taste Testing Demos: Special Event / Staff training / ASP Lesson	\$2.50	3000	\$7,500.00
Produce Stands PSE	Produce Stands Produce Stand supplies @ \$75 x 5 months x 8 school sites = \$3,000.00	\$3,001.00	1	\$3,001.00
ASP Cooking in the Classroom	ASP Cooking in the Classroom Healthy Supplies \$75 x 20 sites x 5 months = \$7,500.	\$1,500.00	5	\$7,500.00
(online cooking show)	Cooking with ASP – Healthy Recipes Kids can Make (On-line Cooking Show). Approved recipe ingredients; supplies; cooking	\$105.81	8	\$846.48
Healthy Color Run Event	New Healthy Color Run nutrition and physical activity events in held in Sanger, KingsCanyon, and Parlier Unified School Districts	\$4.00	1500	\$6,000.00
Routes to School Day events	New Be Safe & Healthy School Day events in Sanger USD, KingsCanyon (Reedley)USD, and Parlier USD - 1,500 students x	\$4.00	1500	\$6,000.00
Small Kitchen Wares	Durable kitchen items (additional/replacements) for taste testings, Family Connection Nights, and Iron Chef Challenge, including	\$19.92	64	\$1,274.88
Total Materials:				\$50,922

4. Travel:

Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.54	Reg. Fee	Other	Total
<i>In-State</i>													
1 All FCSS staff (Cyndi Dean, Jason)	Fresno County/Region Travel	Travel for program	1	1						10,842			\$6,288.36
2 Coordinator II-Cyndi Dean	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00	\$281.27		507		\$30.00	\$1,009.60
3 Project Specialist-Charles Clancy	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00	\$281.27		507		\$90.00	\$1,069.60
4 Project Specialist-Jason Wara	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00						\$123.00
<i>Out-of-State</i>													
Total Travel:													\$8491

5. Building/Space:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
# The Big Fresno Fairgrounds, 1215 S. Chance Ave, Fresno, CA 93702	Rental Agreement includes: 1) Location - Grandstand @ \$200/Industry-Commerce Building @ \$500/Pavilion@\$300 = \$1,000, 2) Labor @ \$1,000, and 3) 46 Tables @ \$8/ 52 Tables @ \$0/120 Chairs @ \$0 = \$368 - Grand Total \$2,368.00	1	\$2,368.00	1	\$2,368.00
Total Building/Space:					\$2368

6. Maintenance:

Location Name/Address	Calculation Description	FTE	FTE	Cost per Month	# of Mo(s).	Total
# Communications - 2720 N. Grove Industrial Suite 101 fresno CA 93727	IS & T in-house technicians providing any necessary computer repairs		3.5	\$43.00	2	\$301.00
Total Maintenance:						\$301

7. Equipment and Other Capital Expenditures:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
# NA						\$0
Total Equipment and Other Capital Expenditures:						\$0

8. Contracts/Sub-Grants/Agreements:

Organization Name	Description of Service(s)	Total
# NA		\$0
Total Consultants:		\$0

9. Indirect Costs:

Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
# total direct costs x 10.52% which is our CDE approved Indirect Cost	10.52%	\$304,470	\$32,030
Total Indirect Costs:			\$32,030

Total YEAR 4 BUDGET:			\$336,500
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YEAR FIVE: OCT. 1, 2020 - SEP 30, 2021

Organization: (CDPH) California Department of Public Health
 County/Jurisdiction: Fresno County Department of Public Health
 Contracts/Sub-Grant/Agreement: Fresno County Superintendent of Schools

1. Salary

Position	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP- Ed Salary	Benefit Rate	Total SNAP- Ed Benefits	SNAP-Ed Admin Costs	Total SNAP- Ed Funded Salary and Benefits
				% of SNAP-Ed Time spent on	% of SNAP-Ed Time spent on						
1	Consultant II	Cyndi Dean	0.55	35.00%	65.00%	\$123,860.02	\$68,123.01	30.000%	\$20,436.90	\$30,995.97	\$88,559.91
2	Project Specialist	Charles Clancy	1.00	20.00%	80.00%	\$74,121.41	\$74,121.41	30.000%	\$22,236.42	\$19,271.57	\$96,357.83
3	Project Specialist	Jason Wara	1.00	20.00%	80.00%	\$67,771.41	\$67,771.41	30.000%	\$20,331.42	\$17,620.57	\$88,102.83
4	Project Specialist	Luis Trejo	0.00	0.00%	0.00%	\$0.00	\$0.00	0.000%	\$0.00	\$0.00	\$0.00
5											
			2.55	Total Staffing: Salary/Benefits:			\$210,015.83		\$63,004.75	\$67,888.10	\$273,020.58

Definition and basis for calculations of benefit rate(s):

Describe what is covered in the benefit rate for your agency. Includes payroll taxes, medical/dental benefits, and retirement as a percentage of salaries.

2. Non-Capital Equipment/Supplies:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1 Office Supplies	Paper, pens, copy paper, ink, folders, etc.	1	\$6.92	196	\$1,356.32
	Additionally, purchase bins for storing and transporting supplies. 18 gallon 6-pack Rubbermaid Bins with lids, 1@ \$104.99 x 2 = \$209.98	1	\$209.98	1	\$209.98
	Digital Camera/Video	1	\$2,603.88	1	\$2,603.88
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>					
1					\$0
Total Supplies:					\$4,170.18

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1 Nutrition and Physical Activity Materials	Purchase nutrition and physical activity approved materials to promote healthy living (500 students x 4 events x4 = \$8,000)	\$2409	2	\$4,818.00
2 Pentathlon and Iron Chef event	Pentathlon Adventure & Iron Chef Challenge nutrition education & physical activity event @ Fresno Fairgrounds - 800 individuals	\$4.00	800	\$3,200.00
3 Food Prep Materials	Food For Taste Testing Demos for School and ASP: Events, Trainings, Lessons- \$2.64 x 1,200 individuals = \$3,000.	\$2.64	1195	\$3,154.80
4 Rainbow Day events	Rainbow Day Nutrition and Physical Activity event at Kerman USD & Reedley, KCUSD -	\$4.00	1750	\$7,000.00
5 Venue and Event Materials	Safe Routes Events - Walk to School physical activity & nutrition events in Kerman, Parlier, Reedley and/or Sanger - 1,750	\$4.00	1250	\$5,000.00
6 Food Demo Materials	After School Program (ASP) Cooking in the Classroom healthy supplies - \$85 x 20 sites x 5 months = \$8,500.	\$1,700.00	1	\$1,700.00
7 Display Materials	School Produce Stands material & supplies @ \$75 x 5 months x 6 school sites = \$2,250	\$375.00	0	\$0.00
8 Food Demo Materials	Family Connection Nights - Food For Taste Testing Demos for parent/child learning classes (nights) and staff trainings - \$398 per	\$398.00	0	\$0.00
9 Garden Materials	School Teaching Garden Curriculum & Supplies @ \$528 x 10 sites = \$2,500.	\$528.00	0	\$0.00
10	Nutrition Education & Physical Education Flyers - color - 5,026 x .40 = \$2,010.4	\$0.40	0	\$0.00
11	Nutrition Education & Physical Education Flyers - blk - 3973 x .10 = \$397.30	\$0.10	0	\$0.00
Total Materials:				\$24,872.80

4. Travel:

	Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.54	Reg. Fee	Other	Total
<i>In-State</i>														
1	All FCSS staff (Cyndi Dean, Jason)	Fresno County/Region Travel	Travel for program	143	2						30			\$2,406.00
2														
3														
4														
<i>Out-of-State</i>														
1														\$0
Total Travel:														\$2406

5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1	The Big Fresno Fairgrounds, 1215 S. Chance Ave, Fresno, CA 93702	Rental Agreement includes: 1) Location - Grandstand @ \$200/Industry-Commerce Building @ \$500/Pavilion@\$300 = \$1,000, 2) Labor @ \$1,000, and 3) 46 Tables @ \$8/ 52 Tables @ \$0/120 Chairs @ \$0 = \$368 - Grand Total \$2,368.00	1	\$2,368.00	0	\$0.00
Total Building/Space:						\$0

6. Maintenance:

	Location Name/Address	Calculation Description	FTE	FTE	Cost per Month	# of Mo(s).	Total
1	Communications - 2720 N. Grove Industrial Suite 101 fresno CA 93727	IS & T in-house technicians providing any necessary computer repairs		3.5	\$43.00	0	\$0.00
Total Maintenance:							\$0

7. Equipment and Other Capital Expenditures:

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1	NA						\$0
Total Equipment and Other Capital Expenditures:							\$0

8. Contracts/Sub-Grants/Agreements:

	Organization Name	Description of Service(s)	Total
1	NA		\$0
Total Consultants:			\$0

9. Indirect Costs:

	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	total direct costs x 10.52% which is our CDE approved Indirect Cost	10.52%	\$304,470	\$32,030
Total Indirect Costs:				\$32,030.20

Total YEAR 5 Budget:				\$336,500
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YEAR SIX: OCT. 1, 2021 - SEP 30, 2022

Organization: (CDPH) California Department of Public Health
 County/Jurisdiction: Fresno County Department of Public Health
 Contracts/Sub-Grant/Agreement: Fresno County Superintendent of Schools

1. Salary

Position #	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP- Ed Salary	Benefit Rate	Total SNAP- Ed Benefits	SNAP-Ed Admin Costs	Total SNAP- Ed Funded Salary and Benefits
				% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery						
1	Coordinator II	Cyndi Dean	0.550	35.00%	65.00%	\$126,337.22	\$69,485.47	30.00%	\$20,845.64	\$31,615.89	\$90,331.11
2	Project Specialist	Charles Clancy	1.000	20.00%	80.00%	\$76,987.47	\$76,987.47	30.00%	\$23,096.24	\$20,016.74	\$100,083.71
3	Project Specialist	Jason Wara	1.000	20.00%	80.00%	\$70,105.59	\$70,105.59	30.00%	\$21,031.68	\$18,227.45	\$91,137.27
4	Project Specialist	Vacant	0.000	0.00%	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
5											
			2.55	Total Staffing: Salary/Benefits:			\$216,579		\$64,974	\$69,860	\$ 281,552.09

Definition and basis for calculations of benefit rate(s):

Describe what is covered in the benefit rate for your agency. Includes payroll taxes, medical/dental benefits, and retirement as a percentage of salaries.

2. Non-Capital Equipment/Supplies:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1 Office Supplies	Misc - paper, pens, ink, envelopes, folders, etc.	1	\$6.92	0	\$0.00
2 Other	Additionally, purchase bins for storing and transporting supplies. 18 gallon 6-pack Rubbermaid Bins with lids, 1@ \$104.99 x 10 = \$1049.90	1	\$104.99	0	\$0.00
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>					
1					\$0
Total Supplies:					\$ -

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1 Venue and Event Materials	Pentathlon Adventure & Iron Chef Challenge nutrition education & physical activity event @ Fresno Fairgrounds - 800 individuals x \$4 x 1 = \$3,200.	\$4.00	800	\$3,200.00
2 Food Preparation Materials	Food For Taste Testing Demos for School and ELP: Events, Trainings, Lessons- \$2.50 x 1780 individuals = \$4,450.00	\$2.55	1,299	\$3,312.45
3 Venue and Event Materials	Rainbow Day nutrition and physical activity events in Kerman, Parlier, Reedley or Sanger - 1750 students x \$4 x 1 = \$7,000.	\$0.00	0	\$0.00
4 Venue and Event Materials	Safe Routes Events - Walk to School physical activity & nutrition events in Kerman, Parlier, Reedley and/or Sanger - 1250 students x \$4 x 1 = \$5,000.	\$4.00	1,250	\$5,000.00
5 Food Demonstration Materials	Expanded Learning Program (ELP) Cooking in the Classroom healthy supplies - \$1596 X 2 = \$3192.00	\$0.00	2	\$0.00
6 Display Materials	School Produce Stands material & supplies @ \$75 x 5 months x 6 school sites = \$2,250	\$0.00	6	\$0.00
7 Food Demonstration Materials	Family Connection Nights - Food For Taste Testing Demos, Healthy Cooking Supplies, and Nutrition and Physical Activity Literature for for parent/child learning classes (nights) and staff trainings - \$350 per FCN @ 8 sites = \$2,800	\$350.00	8	\$2,800.00
8 Garden Materials	School Teaching Garden Curriculum, Garden and Nutrition Literature, and Supplies @ \$575 x 5 sites = \$2,875.	\$575.00	5	\$2,875.00
Total Materials:				\$ 17,187.45

4. Travel:

	Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.56	Reg. Fee	Other	Total
<i>In-State</i>														
1	Cyndi Dean : Coordinator II	in county/region	Travel for program activities	85.000	1.000	0.000	0.000	\$0.00	\$0.00	\$0.00	30	\$0.00	\$0.00	\$0.00
2	Charles Clancy : Project Specialist Jason Wara : Project Specialist	in county/region	Travel for program activities	380.000	2.000	0.000	0.000	\$0.00	\$0.00	\$0.00	30	\$0.00	\$0.00	\$0.00
3	Charles Clancy : Project Specialist	Garden Grove	2022 CalFresh Healthy Living	1.000	1.000	3.000	2.000	\$46.00	\$141.00	\$0.00	514	\$0.00	\$114.00	\$822.00
4	Jason Wara : Project Specialist	Garden Grove	2022 CalFresh Healthy Living	1.000	1.000	3.000	2.000	\$46.00	\$141.00	\$0.00	0	\$0.00	\$0.00	\$422.00
5	Cyndi Dean : Coordinator II	Garden Grove	Travel expenses toOther =	1.000	1.000	3.000	2.000	\$46.00	\$141.00	\$0.00	514	\$0.00	\$114.00	\$822.00
6	Charles Clancy : Project Specialist	Anaheim	CA Childhood Obesity Prev	1.000	1.000	4.000	3.000	\$46.00	\$141.00	\$0.00	500	\$375.00	\$75.00	\$1,337.00
7	Jason Wara : Project Specialist	Anaheim	CA Childhood Obesity Prev	1.000	1.000	4.000	3.000	\$46.00	\$141.00	\$0.00	0	\$375.00	\$0.00	\$982.00
8	Cyndi Dean : Coordinator II	Anaheim	CA Childhood Obesity Prev	1.000	1.000	4.000	3.000	\$46.00	\$141.00	\$0.00	514	\$375.00	\$75.00	\$1,345.00
<i>Out-of-State</i>														
1														\$0
2														\$0
3														\$0
Total Travel:														\$5,730.00

5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1	1121 S. Chance Ave, Fresno, CA 93702	Rental Agreement includes: 1) Location - Grandstand @\$200/Industry-Commerce Building @\$500/ Pavilion @\$300 = \$1,000; 2) Labor @\$1,000 = \$1,000 and 3) 46 Tables @\$8/52 Tables @\$0 and 120 Chairs @\$368 = \$376 - Grand Total = \$2,376	1	\$2,376.00	0	\$0.00
Total Building/Space:						\$0.00

6. Maintenance:

	Location Name/Address	Calculation Description	FTE	FTE	Cost per Month	# of Mo(s).	Total
1							\$0.00
Total Maintenance:							\$0

7. Equipment and Other Capital Expenditures:

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1	NA						\$0
Total Equipment and Other Capital Expenditures:							\$0

8. Contracts/Sub-Grants/Agreements:

	Organization Name	Description of Service(s)	Total
1	NA		\$0
Total Consultants:			\$0

9. Indirect Costs:

	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	total direct costs x 10.52% which is our CDE approved Indirect Cost	10.52%	\$ 304,469.84	\$ 32,030.23
Total Indirect Costs:				\$ 32,030.23

Total YEAR 6 Budget:				\$ 336,500
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SECTION 1. STAFFING	
Position Title:	Identify the employee's position title.
Name:	Identify the employee's name associated with the title. If vacant, enter "vacant." Once the position is filled, insert a name and submit to the funding agency.
FTE:	Enter full-time equivalent prorated based on percentage of time they will work throughout the funding year. Note: if an employee does not work an entire 12 months, or is not employed full time, their FTE should not be 1.0.
SNAP-Ed Time Spent:	Identify percent SNAP-Ed time spent on direct delivery and on administrative duties. These two columns must equal 100%, even for less than 1.0 FTE employees. Administrative duties include processing purchase orders, preparing invoices, collecting time and effort reports, and general clerical services such as answering phones, ordering supplies, preparing correspondence, etc. Direct delivery duties include nutrition education in the classroom, food demonstrations, community outreach activities, physical activity promotion, nutritional aspects of gardening, etc.
Annual Salary:	Identify salary only, not including benefits. When converting a monthly, weekly, hourly, etc., salary, use the standard 52 week year or 2080 hours/year to make the calculation.
Total SNAP-Ed Salary:	This will automatically calculate based on annual salary and FTE.
Benefit Rate:	Enter the percentage rate of benefits. This can be different for individual positions. Identify what costs are included in the benefit rate beneath the staffing table. Note: if requesting a rate above 20%, include a waiver letter and justification.
Total SNAP-Ed Benefits:	This will automatically calculate based on total SNAP-Ed salary and benefit rate.
SNAP-Ed Admin Costs:	This will automatically calculate based on FTE, percent SNAP-Ed time spent on management/administrative duties, and total SNAP-Ed funded salary and benefits.
Total SNAP-Ed Funding Salary and Benefits:	This will automatically calculate based on total SNAP-Ed salary and benefits.

SECTION 2. NON-CAPITAL EQUIPMENT/SUPPLIES	
Common items:	Office supplies, postage, theft-sensitive equipment <\$5,000 (e.g., computers, projectors, printers, copiers)
Budget item:	This should be simple and to the point (e.g. Computers).
Description/ Justification:	Summarize the budget item (e.g., Computer to complete activities outlined in the scope of work). List employee(s) associated with the item.
FTE:	Costs must be prorated based on FTE of associated employee(s).
Number of Items:	Enter the total number of items <i>or</i> items per FTE

SECTION 3. MATERIALS	
Common items:	Items to be distributed to the community (e.g., publications, printing costs, educational materials, garden supplies, food for taste testing)
Budget item:	This should be simple and to the point (e.g. Food Demonstration Cart).
Description/ Justification:	Summarize the budget item and use. Provide a cost breakdown of all expenses including cost, number of items/participants, number of events and time.

SECTION 4. TRAVEL AND PER DIEM	
Refer to CalHR Travel information for allowable costs and maximum rates.	
The following may be left blank if appropriate:	
Per Diem:	Enter daily per diem rate (not total).
Lodging:	Enter nightly lodging rate, including tax.
Air:	Enter the total amount of airfare, including tax.

Miles:	Enter the number of miles for each travel line item. The formula will calculate based on the current mileage reimbursement rate of \$0.54.
Registration Fee:	Enter the registration fee of conference, etc. for one person. The formula will calculate based on the FTE provided in the line item.
Other:	May include train fare, parking, tolls, taxi, etc. Provide details in Description/Justification column.

SECTION 5. BUILDING/SPACE

Common items:	Office space rent, storage units
Calculation Description:	Summarize the approved monthly rental space area and cost per unit area (e.g., 200 sq. ft. x \$2.50/sq. ft. = \$500 per FTE).
FTE:	Enter total FTE from Section 1. Staffing.
Cost per month:	Enter monthly cost as specified in the Calculation Description.

SECTION 6. MAINTENANCE

Common items:	Utilities, phones, internet, security, insurance, janitorial
Calculation Description:	Describe the service and enter the monthly rate for the line item.
FTE:	Enter total FTE from Section 1. Staffing if the calculation is per FTE. Otherwise, enter "1."
Cost per month:	Enter monthly cost as specified in the Calculation Description.

SECTION 7. EQUIPMENT AND CAPITAL EXPENDITURES

Common items:	Items with a useful life of more than one year and a unit cost of \$5,000 or more. Requires a written justification and prior approval.
Misc:	Enter the dollar amount for shipping and handling and any other related costs. Provide details in the Description/Justification column.

SECTION 8. CONSULTANTS

Subcontracting is not allowed under this RFP. Bidders may, however, list consultants that provide services on an hourly, per-event, or similar basis if the total yearly cost does not exceed \$25,000. Subject to approval by the funding agency.	
Organization Name:	Enter the consultant name. If the organization will be determined at a later time, enter "vacant." Once the position is filled, enter the name and submit to the funding agency.
Description of Services:	Summarize the work that will be performed by the consultant and provide a justification.

SECTION 9. INDIRECT COSTS

Calculation Method:	Describe the basis of calculation (e.g., total personnel, total direct costs)
Indirect Cost Rate:	Enter your organization's standard indirect cost rate. Note: If requesting a rate over 15%, submit a waiver letter and justification.
Total Admin/Program Dollars:	Enter the total amount identified in the Calculation Method.

Common Position Titles	Description
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.
Administrator (e.g., Director of Programs)	Administer the nutrition education grant agreement and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate grant agreement reporting requirements.
After School Coordinator/Assistant	Plan and facilitate nutrition education activities for recreation programming, in after school setting for different age groups of children; seniors, teen; special populations, such as mothers with young children and families; nutrition education for special events and workshops. Prepare instructional plans for youth camps and field trips; and nutrition education for special events and workshops. Prepare instructional plans for nutrition activities, collect data related to nutrition education programming, prepare documentation for nutrition education grant agreement; and help prepare interim and final progress report.
Chief Executive Officer	Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.
Community Liaison	Conducts nutrition education, physical activity promotion interventions in the community setting. Works with Community Based Organizations to increase the reach of nutrition education interventions to Nutrition Education Obesity Program eligible.
Computer Specialist	The Computer Specialist will provide assistance with the nutrition database and tracking system.
Contract Manager	Manages the nutrition education grant agreement including budgets, invoices, local share documentation reports, time studies, fiscal reporting and adherence to funding requirements.
Coordinator of Other Program (e.g., Teen program, Healthy Start, etc.)	Supervises, coordinates, and 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 grant agreement, prepares invoices, prepares and collects documentation, prepares progress reports
Curriculum Specialist	Develops curriculum for nutrition education and physical activity interventions in a variety of different channels/venues.
Database Coordinator	Develops database used to track nutrition education, physical activity and food stamp promotion interventions in a variety of channels.
Dental/Medical Assistant	Conduct one-on-one nutrition education interventions prior to primary care visit.
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 NEOP eligible 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 carries out activities.
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.
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.
Legal Counsel	Assist with development of policies, approval of grant agreements and Memorandums of Understanding and providing legal advice specifically related to the implementation of nutrition education and physical activity promotion
Medical Assistant	Demonstrates safe food handling 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).
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).
Nutritionist/Nutrition Educator/Nutrition Aide	Provides nutrition education to the SNAP eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reporting and tracking systems.
Office Manager/Secretary/Admin Assistant	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.
Pharmacist	Promotes nutrition education and physical activity to NEOP eligible population through displays, distributing literature, and supervising staff to update nutrition education bulletin board.
Physician	Supervises professional staff including Dietitians, Nurses and Nutrition/Project Coordinators that provide nutrition education and promotes physical activity to SNAP eligible in a variety of channels. Provides direction on strategic planning of nutrition and physical activity programs to NEOP eligible clients. In some cases, provides nutrition education to SNAP eligible. (This does not include any medical nutrition therapy).

Professor	Coordinates, facilitates, modifies, develops, and demonstrates lessons on nutrition and promotes physical activity for the NEOP 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 SNAP eligible.
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.
Promotora	Works with the Project Coordinator in NEOP communities to conduct nutrition education interventions and participate in local events to promote health eating and physical activity for SNAP eligible.
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 the Registered Dietitian to train staff.
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 dietitians, health educators and others.
Tutor	Assist teachers and/or students with nutrition education and physical activity promotion.
Web Designer	Develops and maintains website containing nutrition education resources, gardening and health related topics and issues.