

# **Memorandum of Understanding**

This is a Subcontracting Agreement of the California Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture

Between

## **City of Riverside Community & Economic Development Department**

And

## **Parks, Recreation, and Community Services Department**

### **I. Purpose and Scope**

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing nutrition education to Californians participating or eligible to participate in the CalFresh, previously known as the Food Stamp Program in California.<sup>1</sup> California's Supplemental Nutrition Assistance Program Education (SNAP-Ed) is funded federally by the United States Department of Agriculture (USDA) and administered at the state level by the California Department of Social Services (CDSS) and the California Department of Public Health's (CDPH's) Nutrition Education and Obesity Prevention Branch (NEOPB).

The SNAP-Ed program is intended to provide nutrition education to low-income households. To support this goal, City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department will conduct nutrition education interventions to eligible families as described in their respective Scopes of Work. Allowable services are outlined in the USDA SNAP-Ed Plan Guidance located at the following link:

<http://www.cnpp.usda.gov/DGAs2010-PolicyDocument.htm>

Both City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department should ensure that program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) circulars governing cost issues.

### **II. MOU Term**

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences October 1, 2016 and terminates September 30, 2017.

### **III. City of Riverside Community & Economic Development Department Responsibilities**

City of Riverside Community & Economic Development Department shall undertake the following activities during the duration of the MOU term:

- 1)** Ensure adherence of Parks, Recreation, and Community Services Department to applicable federal and state laws and regulations and program guidelines.
- 2)** Review and approve all documentation evidencing Parks, Recreation, and Community Services Department's performance of services as set forth in the Scope of Work and monitor Parks, Recreation, and Community Services Department's compliance with the MOU.
- 3)** Provide training and technical assistance to Parks, Recreation, and Community Services Department on promising practices and fiscal and programmatic rules and regulations.
- 4)** Promptly reimburse allowable expenses according to the terms and conditions set forth in this MOU according to the following schedule:
  - a.** City of Riverside Community & Economic Development Department will reimburse allowable expenses within 30 days of receipt of complete invoices with proper documentation.
- 5)** Ensure that Parks, Recreation, and Community Services Department's Scope of Work activities do not supplant existing SNAP-Ed efforts or funding.
- 6)** Review Parks, Recreation, and Community Services Department's audit report and, within six months of receipt, issue a management decision on any audit findings. City of Riverside Community & Economic Development Department will also ensure that Parks, Recreation, and Community Services Department takes appropriate and timely corrective action to remain in compliance with federal regulations.

### **IV. Parks, Recreation, and Community Services Department Responsibilities**

Parks, Recreation, and Community Services Department shall undertake the following activities during the duration of the MOU term:

- 1)** Provide services as outlined in the approved Scope of Work and Budget Justification (attached).
- 2)** Ensure that Federal Share is not used to supplant existing SNAP-Ed funds or activities.
- 3)** Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in accordance with OMB circulars A-122 and A-133 (for non-profits) or OMB circulars A-87 and A-133 (for

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

- 4) Furnish project management, contract administration and fiscal control services, including but not limited to:**
- a.** Adherence to the approved Scope of Work and Budget Justification (attached).
  - b.** Return of this MOU, with the required signatures, within 30 days of its receipt.
  - c.** Preparation and submission of approved weekly time tracking forms for each employee charging personnel costs to the program.
  - d.** Preparation and submission of monthly Federal Share invoices to City of Riverside Community & Economic Development Department according to the following schedule:
    - i.** Parks, Recreation, and Community Services Department shall submit monthly invoices by the 10th of the following month to pay prior monthly expenditures.
  - e.** Preparation and submission of Activity Logs and Progress Reports as requested by City of Riverside Community & Economic Development Department, and outlined in Scope of Work and *NEOPB* guidelines.
  - f.** Participation in trainings and meetings as requested by City of Riverside Community & Economic Development Department.
  - g.** Retention of all records supporting the contract for three (3) years after the end of the contract term. This requirement applies to fiscal records, reports and client information. Additionally, Parks, Recreation, and Community Services Department agrees to make all records relating to the contract available upon request by City of Riverside Community & Economic Development Department, the *NEOPB*, CDSS and/or USDA. Any costs that cannot be substantiated by source documentation may be disallowed.
  - h.** Return any funds necessary to repay USDA for any federal audit exceptions in which Parks, Recreation, and Community Services Department has not complied with the requirements of this MOU and applicable state and federal regulations.
  - i.** Submission of a copy of audited financial statements to City of Riverside Community & Economic Development Department nine months after the year end. Parks, Recreation, and Community Services Department agrees to provide access to auditors to determine compliance with federal regulations.

**V. City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department Agree to the Following Provisions:**

**1) Documentation Approval and Acknowledgements**

Documents prepared by organizations using CDPH funding for external release, in print or other media, or via the Internet, must undergo appropriate review and approval prior to release. Documents prepared by CDPH contractors and subcontractors and intended for publication and distribution by an entity outside of CDPH must receive the necessary departmental approvals prior to publishing or distribution. Concurrent submission to the internal and external review processes is not permitted. Reviews may take up to thirty (30) working days. CDPH has identified the following category of documents intended for external release applicable to nutrition education:

Health Education/Communication

- One time, periodic, or occasional
- Provides factual information to the public or target audience to prevent disease or improve health status
- Conveys a specific public health message to a select target audience about a specific public health problem or program

Examples:

- Brochure
- Fact sheet
- Media campaigns and advertisements
- Newsletter
- Fotonovela
- Press release or other press materials
- Public Service Announcement
- Social NEOPBing – Facebook, Twitter, etc.

Materials, whether newly developed or reprinted, must include an appropriate acknowledgement/funding statement. See the *NEOPB Branding Guidelines Manual* at

<http://NEOPBforahealthycalifornia.net/Library/docs/BrandingGuidelinesManual.pdf> for information on approved acknowledgement/funding

statements and which types of materials should carry which version of the statement. For materials not listed, contact City of Riverside Community & Economic Development Department for guidance on which statement is appropriate.

Whenever possible, the *NEOPB* logo should be displayed prominently on all materials produced with *NEOPB* funds. This includes flyers, Web pages, PowerPoint presentations, printed publications, or any other documents. *NEOPB* logos are available in English, Spanish, black and white, color, and in different electronic file formats online in the *Resource Library* ([www.NEOPBforahealthycalifornia.net/Library](http://www.NEOPBforahealthycalifornia.net/Library)).

## **2) Special Terms and Conditions**

City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department shall follow all relevant and applicable regulations as specified in the CDPH “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, City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department will be reimbursed for travel and per diem expenses at rates established by the California Department of Personnel Administration.
- Subcontract Requirements – as it relates to securing bids for subcontractor services and subcontractor selection approval.
- Lobbying Restrictions – for contracts and subcontracts that equal or exceed \$100,000 in Federal Share.
- Intellectual Property Rights – except where CDPH has agreed in a signed writing to accept a license, CDPH shall be and remain without additional compensation, the sole owner of any and all rights, title and interest in all Intellectual Property which result directly or indirectly from this Agreement.

## **VI. Funding**

- 1) Federal Share SNAP-Ed funding shall not be used to supplant existing nutrition education funds or activities during the term of the contract.
- 2) Parks, Recreation, and Community Services Department shall provide Federal Share budget documentation as requested by USDA, CDSS, CDPH or City of Riverside Community & Economic Development Department.

- 3) Program activities shall not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them.
- 4) Funding for each federal fiscal year is subject to approval by USDA. If full funding does not become available, CDPH will amend, reduce or cancel the resulting agreement. Continuation of services beyond each fiscal year is subject to City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department's continued successful performance.
- 5) Sub-grant funds allocated to the Parks, Recreation and Community Services Department for the term October 1, 2016, through September 30, 2017, is in the amount of One Hundred Thirty Thousand Dollars (\$130,000.00).

## **VII. Modification and Termination**

- 1) This agreement may be cancelled or terminated without cause by either Parks, Recreation, and Community Services Department giving (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.
- 2) Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.
- 3) It is mutually agreed that if the Federal Budget of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State and City of Riverside Community & Economic Development Department shall have no liability to pay any funds whatsoever to Parks, Recreation, and Community Services Department and Parks, Recreation, and Community Services Department shall not be obligated to perform any provisions of this Agreement for which they are not reimbursed.
- 4) If funding for any fiscal year is reduced or deleted by the Federal Budget for purposes of this program, the State and City of Riverside Community & Economic Development Department shall have the option to either cancel this Agreement with no liability occurring to the State or City of Riverside Community & Economic Development Department, or offer an agreement amendment to Parks, Recreation, and Community Services Department to reflect the reduced amount.

**VIII. Effective Date and Signature**

This MOU shall be effective upon the signature of City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department authorized officials. It shall be in force from October 1, 2016 to September 30, 2017. City of Riverside Community & Economic Development Department and Parks, Recreation, and Community Services Department indicate agreement with this MOU by their signatures.

Signatures and dates

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*[Authorized signature from City of  
Riverside Community & Economic  
Development Department]*

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*[Authorized signature from City of  
Riverside Parks, Recreation, and  
Community Services Department]*

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Rafael Guzman, Director of City of  
Riverside Community & Economic  
Development Department

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Adolfo Cruz, Director of City of  
Riverside Parks, Recreation, and  
Community Services Department

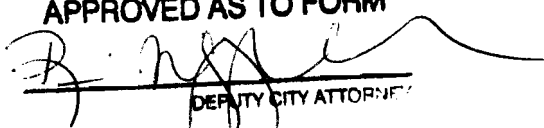
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Date

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Date

**APPROVED AS TO FORM**  
  
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DEPUTY CITY ATTORNEY



**Parks, Recreation, and Community Services Department NEOP  
Scope of Work FFY 17**

<b>LHD Objective #2: Community and Non-School Site Locations</b>	<b>Timeframe</b>	<b>Documentation</b>
1.1. Conduct at least 30 direct nutrition education and/or physical activity promotion classes at community centers, faith based organizations, youth organizations, CalFresh / DPSS offices, worksites, parks, senior centers, food pantries, and/or other local agencies using State Implementing Agency SNAP-Ed approved materials.	9/30/17	ATF, Sign-In sheets, Data Cards, Deliverables Binder
1.2. Conduct a series of direct nutrition education and/or physical activity promotion classes with a minimum of 7 groups in eligible intervention sites using State Implementing Agency SNAP-Ed approved materials. Reach at least 500 SNAP-Ed individuals.	9/30/17	ATF, Sign-In sheets, Data Cards, Deliverables Binder
1.3. Conduct a series of indirect nutrition education and/or physical activity promotion classes with a minimum of 7 groups in eligible intervention sites using State Implementing Agency SNAP-Ed approved materials. Reach at least 1,500 SNAP-Ed eligible individuals (and host 1 signature event).	9/30/17	ATF, Sign-In sheets, Data Cards, Deliverables Binder
1.4. Staff will provide worksites, childcare providers, DPSS offices, means tested locations, senior centers, WIC sites, Federal Qualified Health Clinics, and/or community based organizations with posters, videos, and/or brochures to promote healthy eating active living messages targeting a minimum of 5 sites, reaching at least 5,000 SNAP-Ed eligible individuals.	9/30/17	ATF, Indirect Tracking Form, Deliverables Binder
1.5. Participate in 1 NEOPB signature and/or community events may include; Fruit and Veggie Fest, Black Health Awareness Month, Latino Health Awareness Month, Food Day and /or Rethink Your Drink. Events may include taste testing of NEOPB/SNAP-Ed approved recipe.	9/30/17	ATF, Data Cards, Photographs, Event Flyers, Press Release, Media Article, Deliverables Binder
1.6. Identify and involve community residents, physicians, partners and/or stakeholders as "Champions" who are empowered to advocate for healthy changes in their neighborhoods.	9/30/17	ATF, Photographs, Event Flyers, Deliverables Binder

1.7. Provide technical assistance and training on PSE efforts such as; Community Gardens, Healthy Food and Beverage Standards, Environmental Supports to promote Physical Activity (stencils and walkability), and/or Summer Feeding Programs at city of Riverside community sites.	9/30/17	ATF, Press Release, Media Article, Deliverables Binder
1.8. Attend a County Nutrition Action Plan (CNAP) group at least three times per year to coordinate USDA food program interventions and efforts to address the local objectives in the Riverside County Integrated Work Plan.	6/30/16	ATF, meeting agenda, Sign-In Sheet, Deliverables Binder
1.9. Lead and/or participate in coalitions and partnerships established with USDA funded and other partners to address community issues related to access to healthy foods, beverages and physical activity in SNAP-Ed eligible communities.	9/30/17	ATF, Meeting Agenda, Deliverables Binder
1.10. Support CEDD in conducting CX3 re-assessment in the Eastside Neighborhood	Tier 1 & Tier 2 9/30/17	ATF, Tier 1 mapping tools, Tier 2 Reassessments

# SNAP-Ed FFY 2017 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: City of Riverside Parks & Recreation

## 1. Staffing: Salary/Benefits:

Position #	Budget Adjustment		Position Title	Position Name	SNAP-Ed Time Spent		Annual Salary	FTE	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits	Budget Justification
	Add/Delete/Reduce/Increase	Add/Delete/Reduce/Increase			% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery								
1	Delete	\$3,216.00	Contract Manager	Socorro (Huerta) Gomez	0.00%	0.00%	\$	0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0	Delete, Parks will provide supervision as in-kind services.
2	Increase	\$50,750.00	Project Coordinator	Regina Bonilla	70.00%	30.00%	\$ 39,730.00	1.00	\$39,730.00	50.00%	\$19,865.00	\$41,716.50	\$59,595	Increase to reflect a more accurate salary and FB for FFY 17.
3	Reduce	\$8,999.00	Recreation Leader	Various Assistants TBD	0.00%	100.00%	\$ 10,145.20	1.00	\$10,145.20	9.00%	\$913.07	\$0.00	\$11,058	Increase and add various assistants TBD throughout the year as deemed necessary.
4	Increase	\$8,999.00	Recreation Leader	Venicia Paz	0.00%	100.00%	\$ 10,000.00	1.00	\$10,000.00	9.00%	\$900.00	\$0.00	\$10,900	Increase to reflect a more accurate salary and FB for FFY 17.
5	Increase	\$8,999.00	Recreation Leader	Alexis Porter	0.00%	100.00%	\$ 10,000.00	1.00	\$10,000.00	9.00%	\$900.00	\$0.00	\$10,900	Increase to reflect a more accurate salary and FB for FFY 17.
6	Increase	\$8,999.00	Recreation Leader	Itza Castro	0.00%	100.00%	\$ 9,000.00	1.00	\$9,000.00	9.00%	\$810.00	\$0.00	\$9,810	Increase to reflect a more accurate salary and FB for FFY 17.
7	Increase	\$10,284.00	Recreation Leader	Stephanie Estes	0.00%	100.00%	\$ 12,000.00	1.00	\$12,000.00	9.00%	\$1,080.00	\$0.00	\$13,080	Increase to reflect a more accurate salary and FB for FFY 17.
8	Delete	\$887.00	Program Assistant		0.00%	0.00%	\$	0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0	Delete, this staff person is not projected to work on NEOP during FFY 17.
9	Delete	\$3,122.00	Contract Manager		0.00%	0.00%	\$	0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0	Delete, Parks will provide supervision as in-kind services.
10			Volunteer (29)	TBD	0.00%	100.00%	\$	0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0	
11							\$	0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0	
Total Staffing: Salary/Benefits:								6.00	\$90,875		\$24,468	\$41,717	\$115,343	

**Definition and basis for calculations of benefit rate(s):**  
 Describe what is covered in the benefit rate for your agency.

Includes: Federal Taxes (Medicare, FICA, Unemployment Insurance); State Taxes (Worker's Comp); Medical/Dental/Life and PERS up to 50% of salary

## SNAP-Ed FFY 2017 Budget

**Organization Name:** California Department of Public Health  
**County/Jurisdiction:** Riverside University Health System-Public Health  
**Contract/Sub-Grant/Agreement:** City of Riverside- Parks & Recreation

### 2. Non-Capital Equipment/Supplies:

Budget Adjustment		Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total	Budget Adjustment
Delete Budget Reduction	Add Budget Increase							
1	Increase	\$615.00	Office Supplies			83	\$996	Increase to reflect a more accurate overall costs for office supplies.
2	Add	\$0.00	Office Supplies			11	\$3,300	Add to cover supplies for copier/printer.
3							\$0	
<b>Total Non-Capital Equipment/Supplies:</b>							<b>\$4,296</b>	

### 3. Materials:

Budget Adjustment		3. Materials:					Budget Adjustment	
Delete Budget Reduction	Add Budget Increase	Budget Item	Description/Justification	Cost per Item	# of Items	Total	Budget Justification	
1		Printing/Die Cuts	Die cut flyers for advertising/promotion of NEOP special events/classes	\$0.19	5000	\$950		
2	Reduce	\$550.00	Printing	Flyers for NEOP nutrition education classes and physical activity, recipe cards, events, agendas, signage, etc	\$0.25	1600	\$400	Decrease to reflect a more accurate yearly cost.
3	Increase		Food Demonstration Materials	Supplies for classes and food demonstrations/taste testing: small plates, forks, napkins, serving bowls, serving spoons, etc	\$1.00	360	\$360	Increase to reflect a more accurate amount of supplies needed.
4			Food Demonstration Ingredients	Food for class taste testing and food demonstrations				
			Ingredients of NEOP approved recipes	\$0.50	998	\$499		
5	Delete	\$162.00	Food Handler Cards	Employees must have a current Food Handler Certificate for handling/preparing food for food demos.	\$27.00	6	\$162	Delete, staff have current valid food handler cards.
6	Increase	\$522.00	Physical Activity Supplies	Frisbees, balls, jump ropes and other physical activity aids used for demonstrations	\$3.00	650	\$1,950	Increase to reflect a more accurate amount of supplies needed.
7	Add	\$0.00	Professional Services	Port-a-potties: est. \$360.00 X 1 events = \$360. Portable handwashing stations (2 per event): est. \$100.00 ea. X 2 events = \$200.00; Professional emcee: est. \$600.00; Tables, chairs, and floor stage rental for Physical Activity demonstrations and participation: est. \$1005. (will also leverage off of other planned events); same suit rental for event or class 1 X \$220. Total estimated costs for special events and classes: \$360 + \$200 + \$600 + \$1005+ \$220 = \$2,385	\$1,192.70	2	\$2,385	Add professional services for events hosted by or partnered with other organizations at NEOP approved sites reaching SNAP Ed eligible residents.
8						\$0		
Total Materials:						\$6,706		

# SNAP-Ed FFY 2017 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: City of Riverside: Parks & Recreation

## 4. Travel:

Budget Adjustment		Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles (\$540)	Registration Fee	Other	Total	Budget Justification
Line Item	Amount															
1	Increase	\$972.00	All positions/All Staff	Regional	Mileage/Car pool for SOW may include: Coalition/promising practice events, training, meetings, site visits, events, local conferences, airport travel, etc.  Designated attendees determined by meetings, site visits and any training topics.	100	2.88					20			\$1,080	Increase to reflect a more accurate mileage reimbursement.
2			Project Coordinator Regina Bonilla and Recreation Leader Venicia Paz	Sacramento	NEOPB SNAP Ed Meeting & Conference SNAP Ed LIA FORUM.  Other includes parking and ground transportation (not limited: taxi, shuttle service and/or car rental).	1	2	3	2	\$46.00	\$110.00	\$179.46		\$50.00	\$1,175	
3															\$0	
4															\$0	
1															\$0	
															Total Travel:	\$2,255

\* Lodging costs include taxes. Reimbursement at CalHR rates.

## 5. Building/Space:

Budget Adjustment		Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	Budget Justification
Line Item	Amount							
1	Add	\$0.00	All Safe Self Storage, 1807 Columbia Ave., Riverside 92507	1	\$116.67	12	\$1,400	
2							\$0	
3							\$0	
4							\$0	
5							\$0	
6							\$0	
7							\$0	
8							\$0	
9							\$0	
10							\$0	
							Total Building/Space:	\$1,400

# SNAP-Ed FFY 2017 Budget

## 6. Maintenance:

Budget Adjustment									Budget Adjustment
Detail Budget Addition	Est. Amount Reduction	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	Budget Justification	
1							\$0		
2							\$0		
Total Maintenance:							\$0		

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: City of Riverside: Parks & Recreation

## 7. Equipment and Other Capital Expenditures:

Budget Adjustment									Budget Adjustment
Detail Budget Addition	Est. Amount Reduction	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total	Budget Justification
1								\$0	
2								\$0	
Total Equipment and Other Capital Expenditures:								\$0	

# SNAP-Ed FFY 2017 Budget

## 8. Contracts/Sub-Grants/Agreements:

Budget Adjustment		Organization Name	Description of Service(s)	Total Grant	Budget Justification
Initial Budget Request	Final Approved Amount				
A					
B					
Total Contracts/Sub-Grants/Agreements:				\$0	

Total Direct Costs: \$130,000

## 9. Indirect Costs:

Budget Adjustment		Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total	Budget Justification
Initial Budget Request	Final Approved Amount					
1					\$0	
Total Indirect Costs:					\$0	

Total Budget: \$130,000