

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CALFRESH HEALTHY LIVING PROGRAM
RFP #2019-008**

Example List of Allowable Expenditures for the CalFresh Healthy Living Program

Please note:

This is an example of allowable expenditures from previous SNAP-Ed grant cycles. It may not include all categories or items and is not a final, complete, or guaranteed list. *All* of these items are not required to be purchased. Contractors may choose to purchase some of these items as needed to fulfill their Scopes of Work. (For example, Category 5: Produce Distribution is not required to conduct food demonstrations or taste tests, nor nutrition education. Therefore, Contractors in this Category will not purchase items from those sections).

All items are subject to further approval by Los Angeles County Department of Public Health (DPH). This list is subject to change based on DPH, California Department of Public Health, and California Department of Social Services changes to allowable expenditures for SNAP-Ed grantees during the duration of the CalFresh Healthy Living Program grant. If recommended for funding, an updated list will be provided during contract negotiations.

No price limits are shown as they are subject to change is subject to change based on DPH, California Department of Public Health, and California Department of Social Services changes to allowable expenditures for SNAP-Ed grantees during the duration of the CalFresh Healthy Living Program grant.

NON-CAPITAL EQUIPMENT SUPPLIES

Office Supplies

- Color photo copies
- Conference phone
- Desk calculator
- Desk scanner
- Digital camera
- Docking station
- Ergonomic keyboard/Mouse
- Fingerprinting and background checks
- General office supplies (pens, pencils, markers, paper, notepads, sticky notes, staplers, etc.)
- Ink for color printer
- Keyboard
- Mouse
- Office chair
- Photo printer (compact)
- Postage
- Projector screen
- Software licenses
- Speaker
- Timesheet recordkeeping services
- USB flash drive (secure)
- Zipper Envelope

Materials

Nutrition Education Materials/Resources

- California Department of Social Services approved nutrition education and physical activity curricula and resources (includes curriculum and associated visual aids and supplementary materials).

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Cooking Demonstration Supplies

- Clear display rack
- Beverage dispenser (1-gallon)
- Blender
- Butane fuel
- Cheese grater
- Chef knife
- Cooler cart
- Crockpot
- Cutting shears
- Dishwashing brush
- Display baskets
- Disposable gloves
- Electric skillet
- Folding table and chairs
- Food cart
- Food cover for samples
- Food safe gloves
- Food sampling unit with cover
- Fruit or vegetable costumes
- Induction burner
- Microfiber towels
- Mixing bowls
- Mobile cooking cart
- Portable butane gas stove burner
- Produce brush
- Produce scale
- Reusable utensils
- Rolling carts
- Sandwich Boards - (Promotion of CalFresh Healthy Living Program approved events and information at intervention sites)
- Serving spoons
- Shelving units
- Skillet
- Stainless steel scrubber sponge set
- Staff polo shirts (used at CalFresh Healthy Living Program events)
- Tablecloths
- Tables, chairs and stage rental for PA Activity demos
- Tarp
- Thermometer
- Vegetable peeler
- Wall attachment kit for canopies (required for public food demos)
- Wet Wipes
- Wooden crates

Event Fees

- Community event registration fees

Physical Activity Materials

- Exercise balls
- Exercise/yoga mats
- Flying discs
- Free weights (cannot exceed 1-3 lbs.)
- Jump ropes with handles
- Plastic cones
- Rainbow hoops 24' Ribbons
- Resistance bands
- Zumba CDs

Printing & Duplication

- Printing and duplication costs (in-house and/or provided by an external printer)

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Example List of Allowable Expenditures for the CalFresh Healthy Living Program

Certifications

- ServSafe Certification
- Zumba Certification

TRAVEL & MILEAGE

Allowable Expense

- Mileage
- Flights to approved conferences
- Breakfast
- Lunch
- Dinner
- Incidentals

Los Angeles County DPH (LA DPH) and California Department of Public Health (CDPH) Sponsored Trainings

- Nutrition Access LA Meetings
- Healthy beverage coalition meetings
- LA DPH Media and Communications Trainings
- CDPH Promising Practice, Skills Training
- CDPH SNAP Ed Competencies
- SNAP Ed LIA forum
- CDPH SNAP ED meetings and conferences
- CDPH Youth Engagement (Adult Allies and Youth)

BUILDING SPACE

- Commercial kitchen rental (pro-rated for CalFresh Healthy Living activities)
- Self-storage (10x40)
- Venue rental (pro-rated for CalFresh Healthy Living activities)

MAINTENANCE

- Annual audit expense
- Building maintenance fees
- Communications (cell phone and land line, internet, etc.)
- Computer usage fee
- Copier lease and maintenance
- E-mail marketing subscription
- Hot spot
- Insurance expenses for General Liability/ Worker's Compensation
- IT support for computers, printer maintenance and password reset
- Janitorial services (*Prorated for CalFresh Healthy Living*)
- Laundry service for CalFresh Healthy Living tablecloths
- New phone installation
- Printer network maintenance
- Utilities