

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.33
(ID # 21445)**

MEETING DATE:

Tuesday, April 18, 2023

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Amendment No. 2 to the Subcontract Agreement with Reach Out West End for the CalFresh Healthy Living Program to increase the contract amount and extend the period of performance for one year through September 30, 2023. All Districts. [Total Increase \$185,000 – 84% Federal; 16% State]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 2 to the Subcontract Agreement with Reach Out West End for the CalFresh Healthy Living Program to increase the total aggregate amount by \$185,000 for a total aggregate contract amount of \$617,000, and to extend the period of performance for one year through September 30, 2023;
2. Authorize the Chair of the Board to sign the Amendment on behalf of the County; and
3. Authorize the Director of Public Health, or designee, or the Purchasing Agent, in accordance with Ordinance No. 459, and as approved as to form by County Counsel, to: a) sign amendments that exercise the options of the agreement, including modifications of the statement of work or payment provisions that stay within the intent of the Agreement; b) take all steps necessary to implement the Amendment including, but not limited to, signing all certifications, assurances, reports, or other related documents required for the Agreement.

ACTION:Policy


Kim Saruwatari, Director of Public Health 3/24/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 18, 2023
xc: RUHS-PH

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$133,200	\$51,800	\$185,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 84% Federal; 16% State			Budget Adjustment: No	
			For Fiscal Year: 22/23 – 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The California Department of Public Health (CDPH) has extended the period of performance for Grant Agreement No. 19-10330 with Riverside University Health System – Public Health (RUHS-PH) for the CalFresh Healthy Living Program. As part of this Grant Agreement, CDPH expects Local Health Departments (LHD) to subcontract with partners based on their capacity to implement policy, systems and environmental (PSE) change interventions required in Riverside County’s Integrated Work Plan (IWP). The CDPH objectives expect continued engagement at sites with previous CalFresh Healthy Living interventions.

The partnership between RUHS-PH’s CalFresh Healthy Living program and the experience that local partners provide are necessary for the success of the Impact Outcome Evaluation project and in sustaining the policy-based approaches to increasing access to healthy food and physical activity opportunities to students and families in the district.

The California Department of Public Health Tobacco Control Program has pre-approved Reach Out West End as a subcontractor in the Riverside County Tobacco Control Program (RCTCP) 2022-2025 workplan.

Impact on Residents and Businesses

Based on qualifying areas within the County of Riverside, California Supplemental Nutrition Assistance Program-Education (SNAP-Ed) eligible population will be targeted to increase the consumption of healthy foods and beverages, reduce consumption of less healthy foods and beverages and to increase physical activity as part of the Nutrition Education and Obesity Prevention Branch (NEOPB) grant.

SUPPLEMENTAL:

Additional Fiscal Information

The table below outlines how the funds will be distributed to Reach Out West End over the additional period of one year and the funding allocation for the county budget fiscal years.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

County Fiscal Year		Grant Fiscal Year	
Year	Amount	Year	Amount
2022/2023	\$ 133,200	2022/2023	\$ 180,000
2023/2024	\$ 51,800	2023 2024	\$ 5,000
Total	\$ 185,000	Total	\$ 185,000

Contract History

On October 8, 2019, Agenda Item 3.24 was approved by the Board of Supervisors to approve Grant Agreement No. 19-10330 with CDPH for a total amount of \$9,490,221 for the period of performance of October 1, 2019, through September 30, 2022. RUHS-PH subsequently entered into agreements with various partners, including school-based organizations, CBOs, and local cities to assist in meeting RUHS-PH's Integrated Work Plan for the CalFresh Healthy Living program.

On February 4, 2020, Agenda Item 3.11 was approved by the Board of Supervisors to approve the Subcontract Agreement with Reach Out West End to implement the Supplemental Nutrition Assistance Program Education as part of the CalFresh Healthy Living Program. On September 28, 2021, Agenda Item 3.16 was approved by the Board of Supervisors to amend the Subcontract Agreement with Reach Out West End to increase the maximum contract amount.

CDPH has extended the term of the Grant Agreement with RUHS-PH for one year through September 30, 2023, with additional funding to allow RUHS-PH to continue working with local partners to perform more of the same services as identified in the current integrated work plan.

ATTACHMENTS:

ATTACHMENT A: Amendment No. 2 to Subcontract Agreement with Reach Out West End

ATTACHMENT B: Single Source Justification

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA



Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

3/31/2023



Douglas Ordóñez Jr.

4/12/2023



Gregg Gu, Chief Deputy County Counsel

3/31/2023

AMENDMENT NO. 2 TO THE SUBCONTRACT AGREEMENT FOR
CALFRESH HEALTHY LIVING PROGRAM BETWEEN
COUNTY OF RIVERSIDE AND REACH OUT WEST END

Original Contract Term:	October 1, 2019 through September 30, 2022
Contract Term Extended To:	September 30, 2023
Effective Date of Amendment:	October 1, 2022
Maximum Contract Amount as Amended:	\$432,000
Amended Maximum Contract Amount	\$617,000 (An increase of \$185,000)
Contract ID:	20-017

This Amendment No. 2 to the Subcontract Agreement for the CalFresh Health Living Program ("Amendment No. 2"), is effective as of October 1, 2022 ("Effective Date"), by and between the County of Riverside, a political subdivision of the State of California, on behalf of its Riverside University Health System – Public Health ("COUNTY") and Reach Out West End, a California nonprofit corporation ("CONTRACTOR"). COUNTY and CONTRACTOR are collectively referred to as the "Parties" and individually as the "Party".

RECITALS

WHEREAS, the COUNTY entered into a contract under Grant Agreement No. 19-10330 with the California Department of Public Health (CDPH) to subcontract with partners based on their capacity to implement policy, systems and environmental change interventions required in Riverside County's Integrate Work Plan; and

WHEREAS, the CONTRACTOR, has been designated, by COUNTY, to conduct nutrition education interventions to eligible families as described in the original scope of work using funds from Grant Agreement No. 19-10330 between the COUNTY and CDPH; and

WHEREAS, the Parties entered into that certain Subcontract Agreement for CalFresh Healthy Living Programs on February 4, 2020, and effective as of October 1, 2019 through September 30, 2022 ("Subcontract Agreement"); and

WHEREAS, the Parties entered into that certain First Amendment to the Subcontract Agreement to increase the maximum contract amount on September 28, 2021 and effective as of February 1, 2021; and

WHEREAS, CDPH has increased the total aggregate amount of available funds for Grant Agreement No. 19-10330 to allow the COUNTY to continue services with CONTRACTOR; and

WHEREAS, the Parties now desire to extend the period of performance of the Subcontract Agreement and to update Exhibit A and Exhibit B.

NOW, THEREFORE, in consideration of the foregoing, and the promises and mutual covenants and conditions hereinafter set forth, the Parties hereby do agree as follows:

1. **Recitals.** The recitals set forth above are true and correct and incorporated herein by this reference.

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2. **Period of Performance.** Section II is deleted in its entirety and replaced with the following:

“The term of this Subcontract Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences on October 2019 and continues through September 30, 2023, unless terminated earlier, as specified in Section X, Modification and Termination.”

3. **Compensation.** Section III is deleted in its entirety and replaced with the following:

“In consideration of the services provided by the COUNTY, CONTRACTOR shall receive compensation for services set forth in Exhibit A, Scope of Work, and Exhibit B, Budget, the aggregate amount, not to exceed six hundred seventeen thousand dollars (\$617,000) including all expenses.”


4. **Exhibit A.** Exhibit A, Scope of Work is hereby updated to include “Work Plan for CalFresh Healthy Living and Tobacco Control Project, Healthy Riverside County Initiative” attached hereto and incorporated by this reference.
5. **Exhibit B.** Exhibit B, Budget is hereby updated to include “FFY 2022 CalFresh Health Living Budget,” Attached hereto and incorporated by this reference.
6. **Effective Date.** This Amendment No. 2 shall be effective as of October 1, 2022
7. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged.
8. **Counterparts.** This Amendment No. 2 may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.
9. **Electronic Signatures.** Each Party to this Amendment No. 2 agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment No. 2. The Parties further agree that the electronic signatures of the Parties included in this Amendment No. 2. Are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 2.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

REACH OUT WEST END, a California nonprofit corporation

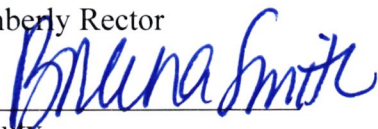
By: 
Kevin Jeffries, Chair
Board of Supervisors

By: 
Diana Fox
Executive Director

Dated: 4/18/23

Dated: Mar 7, 2023

ATTEST:
Clerk of the Board
Kimberly Rector

By: 
Deputy

APPROVED AS TO FORM:
Minh C. Tran
County Counsel
Esen Sainz
By: _____
Esen Sainz
Deputy County Counsel

**Work Plan for CalFresh Healthy Living and Tobacco Control Project
Healthy Riverside County Initiative**

Background

This workplan for the CalFresh Healthy Living and Tobacco Control Project Healthy Riverside County Initiative includes two tobacco policy campaigns and a goal to advance public health workforce development.

The goal of Campaign 1 is to decrease the availability of commercial tobacco products by encouraging the adoption of comprehensive tobacco retail provisions (e.g., banning flavored tobacco sales, setting a minimum retail sale price for tobacco products, restrictions on tobacco locations) in Riverside County. The goal of Campaign 2 is to encourage the Moreno Valley City Council to adopt and implement a comprehensive smoke-free policy, including: a) a provision that prohibits smoking and vaping in multi-unit housing, and b) a provision that eliminates smoking in all outdoor public places (e.g., parks, sidewalks, dining, entryways, worksites, event sites, bike paths and parking structures). The activities for both campaigns are listed in the table below, along with who is the responsible party.

To advance public health workforce development, this workplan includes a public health pipeline (PHP) activity. This involves Reach Out onboarding a paid intern to work and engaging them to support the tobacco use prevention activities described in Campaign 1 and 2. The intern may be from a graduate public health academic program or other related fields (e.g., public policy, urban planning, political science, journalism).

Campaigns/Goals	Activities	Responsible Party	
		Reach Out	RUHS-PH Tobacco Control Project
<p>Campaign 1: Decrease the availability of commercial tobacco products by encouraging the Riverside County Board of Supervisors to adopt comprehensive tobacco retail provisions.</p>	<p>Policy Activities:</p> <ul style="list-style-type: none"> • Convene a campaign task force. • Develop/revise a campaign strategy plan. • Conduct skill building trainings (e.g., spokesperson training). • Develop/revise a policy implementation plan. 	<ul style="list-style-type: none"> • Invite and recruit potential partners (e.g., school district, community service/faith-based organization, chamber of commerce) to engage in campaign task force activities (e.g., action items, trainings, meetings). • Work with partners on identified action items, including an implementation plan to use once the policy is adopted. 	<ul style="list-style-type: none"> • Convene/facilitate a campaign task force. • Conduct a partner engagement/capacity-building session.
<p>Campaign 2: Decrease the prevalence of commercial tobacco product use by</p>	<p>Policy Activities:</p> <ul style="list-style-type: none"> • Conduct Key Informant Interviews (5 interviews). 	<ul style="list-style-type: none"> • Conduct and transcribe interviews. • Invite and recruit potential partners (e.g., school district, community 	<ul style="list-style-type: none"> • Develop interview guide. Analyze findings and prepare summary report.

Exhibit A Scope of Work

<p>encouraging the Moreno Valley City Council to adopt and implement a comprehensive smoke-free policy.</p>	<ul style="list-style-type: none"> • Convene a campaign task force. • Develop/revise a campaign strategy plan. • Conduct skill building trainings (e.g., spokesperson training). • Develop/revise a policy implementation plan. 	<p>service/faith-based organization, chamber of commerce) to engage in campaign task force activities (e.g., action items, trainings, meetings).</p> <ul style="list-style-type: none"> • Work with partners on identified action items, including an implementation plan to use once the policy is adopted. 	<ul style="list-style-type: none"> • Convene/facilitate a campaign task force • Conduct a partner engagement/capacity-building session.
<p>Public Health Pipeline: Strengthen the public health workforce development pipeline by creating a paid internship placement opportunity to a graduate student from a higher education institution.</p>	<ul style="list-style-type: none"> • Develop at least one (1) paid (graduate student) internship placement opportunity in a local community-based organization (i.e., Reach Out). 	<ul style="list-style-type: none"> • Establish the necessary agreements with participating colleges/universities. • Hire and supervise the intern. • Create guidelines for developing personalized internship goals/objectives. • Establish reporting processes with participating schools. 	<ul style="list-style-type: none"> • Provide funds in an amount not to exceed \$4000 total compensation for an intern (completing 120-200 hours of internship hours).

Exhibit B
Reach Out
Budget FY 2023-24

County FY 2023 (July 1, 2022 - June 30, 2023 = full year)			
Expenses	CalFresh	Tobacco	Total
1) Salaries/Benefits	\$88,354.72	\$9,606.27	\$97,960.99
2) Travel	\$2,061.21	\$1,623.86	\$3,685.07
3) Non-Capital Equipment/Supplies	\$396.81	\$2,114.00	\$2,510.81
4) Materials	\$798.00	\$4,474.05	\$5,272.05
5) Building/Space	\$0.00	\$0.00	\$0.00
6) Maintenance	\$0.00	\$0.00	\$0.00
7) Capital Expenditures	\$0.00	\$0.00	\$0.00
8) Contracts/Sub-Grants	\$0.00	\$4,000.00	\$4,000.00
9) Total Direct Costs	\$91,610.74	\$21,818.18	\$113,428.92
10) Indirect Cost Rate	\$17,589.26	\$2,181.82	\$19,771.08
Total Funds	\$109,200.00	\$24,000.00	\$133,200.00
<i>total budget (reference)</i>	<i>\$109,200.00</i>	<i>\$24,000.00</i>	<i>\$133,200.00</i>

County FY 2024 (July 1, 2023 - Sept 30, 2023 = one quarter)			
Expenses	CalFresh	Tobacco	Total
1) Salaries/Benefits	\$37,866.31	\$2,401.57	\$40,267.88
2) Travel	\$883.37	\$405.97	\$1,289.34
3) Non-Capital Equipment/Supplies	\$170.06	\$528.50	\$698.56
4) Materials	\$342.00	\$1,209.42	\$1,551.42
5) Building/Space	\$0.00	\$0.00	\$0.00
6) Maintenance	\$0.00	\$0.00	\$0.00
7) Capital Expenditures	\$0.00	\$0.00	\$0.00
8) Contracts/Sub-Grants	\$0.00	\$0.00	\$0.00
9) Total Direct Costs	\$39,261.74	\$4,545.46	\$43,807.20
10) Indirect Cost Rate	\$7,538.26	\$454.55	\$7,992.80
Total Funds	\$46,800.00	\$5,000.00	\$51,800.00
<i>total budget (reference)</i>	<i>\$46,800.00</i>	<i>\$5,000.00</i>	<i>\$51,800.00</i>

\$156,000.00 \$29,000.00 \$185,000.00

FFY 2023 CalFresh Healthy Living Budget

Budget Name	Budget Agency	Budget Type	Contract Number	Budget Number	Budget Date	Modified Date	FFY 2022 Carry-In Amount	FFY 2023 Award Amount	FFY 2023 Total Budget Amount
Reach Out	Riverside County	LIA Sub		2023-2-*-*-2343	3/30/2022 1:49:11 PM	7/22/2022 1:11:27 PM	\$0.00	\$156,000.00	\$156,000.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Expenses	FFY 2022 Carry-In Budget	FFY 2023 Budget	FFY 2022 Carry-In and FFY 2023 Budget Total	Justification for Greater than 5 % Difference from FFY 2023 Budget
1	1) Salaries/Benefits	\$0.00	\$126,221.03	\$126,221.03	
2	2) Travel	\$0.00	\$2,944.58	\$2,944.58	
3	3) Non-Capital Equipment/Supplies	\$0.00	\$566.87	\$566.87	
4	4) Materials	\$0.00	\$1,140.00	\$1,140.00	
5	5) Building/Space	\$0.00	\$0.00	\$0.00	
6	6) Maintenance	\$0.00	\$0.00	\$0.00	
7	7) Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	
8	8) Contracts/Sub-Grants/ Agreements	\$0.00	\$0.00	\$0.00	
9	9) Total Direct Costs	\$0.00	\$130,872.48	\$130,872.48	
10	10) Indirect Cost Rate	\$0.00	\$25,127.52	\$25,127.52	
X	Total Federal Funds	\$0.00	\$156,000.00	\$156,000.00	

FFY 2023 CalFresh Healthy Living Budget

X	Position Title	Staff Name	Time Spent on Mgmt./Admin	Time Spent on Direct Delivery	FTE Rate	Annual Salary	Total Funded Salary	Benefit Rate	Total Funded Benefits	Total Admin. Costs	Total Funded Salary and Benefits	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
1	Program Director	Teresa Fernandez	60.00%	40.00%	0.030	\$88,566.40	\$2,656.99	16.079%	\$427.22	\$1,850.53	\$3,084.21	\$0.00	\$3,084.21
2	Coalition Coordinator	Natalie Rocha	60.00%	40.00%	0.160	\$72,072.00	\$11,531.52	20.000%	\$2,306.30	\$8,302.69	\$13,837.82	\$0.00	\$13,837.82
3	Community Engagement Coordinator	Rachel Kochhar	0.00%	100.00%	0.250	\$41,662.40	\$10,415.60	22.000%	\$2,291.43	\$0.00	\$12,707.03	\$0.00	\$12,707.03
4	Outreach Specialist	Jesus Gomez Manzo	0.00%	100.00%	0.750	\$43,680.00	\$32,760.00	25.000%	\$8,190.00	\$0.00	\$40,950.00	\$0.00	\$40,950.00
5	Outreach Specialist	Yarely Ortiz	0.00%	100.00%	0.150	\$48,505.60	\$7,275.84	26.000%	\$1,891.72	\$0.00	\$9,167.56	\$0.00	\$9,167.56
6	Outreach Specialist	Michael Salazar	0.00%	100.00%	0.670	\$41,662.40	\$27,913.81	15.000%	\$4,187.07	\$0.00	\$32,100.88	\$0.00	\$32,100.88
7	Outreach Specialist	TBD	0.00%	100.00%	0.300	\$41,662.40	\$12,498.72	15.000%	\$1,874.81	\$0.00	\$14,373.53	\$0.00	\$14,373.53
X			17.14%	82.86%	2.310		\$105,052.48		\$21,168.55	\$10,153.22	\$126,221.03	\$0.00	\$126,221.03

FFY 2023 CalFresh Healthy Living Budget

Row #	Position Name and Title	Presenter?	Travel Title	Travel Location	Description and Justification	Trip	FTT	Days	Nights	Per Diem	Lodging	Air	Miles	Mileage Rate	Registration Fee	Other	Total	FFY 2022 Carry-Over Amount	FFY 2023 Award Amount	
1	Rachel Kochhar - Community Engagement Coordinator Jesse Gomez-Morales - Outreach Specialist Teresa Hernandez - Program Director Michael Salazar - Outreach Specialist Yarely Ortiz - Outreach Specialist IBD - Outreach Specialist	No	Local Travel	Local Travel	Mitigation Plan for COVID-19, may include: Conference/training in person events, training, meetings, site visits, events, local conferences. Designated attendees determined by meetings, site visits and any training topics.	(187,782)	2,310	0.000	0.000	\$0.00	\$0.00	\$0.00	\$0.00	30	\$0.185	\$0.00	\$0.00	\$2,844.58	\$0.00	\$2,844.58
																	\$2,844.58	\$0.00	\$2,844.58	

FFY 2023 CalFresh Healthy Living Budget

Row #	Position Name and Title	Presenter?	Travel Title	Travel Location	Description and Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Mileage Rate	Registration Fee	Other	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
X																	\$0.00	\$0.00	\$0.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Budget Item	Description and Justificaion	FTE	Cost Per Item	# of Items	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
1	Office Supplies	Paper, folders, binders, staplers, clips, pens, storage boxes, shelving, etc. Ink Cartridges: Black & Color (\$1-\$12 per item)	2.31	\$10.54	10	\$243.47	\$0.00	\$243.47
X						\$243.47	\$0.00	\$243.47

FFY 2023 CalFresh Healthy Living Budget

Row #	Budget Item	Position Name and Title	Description and Justification	FTE	Cost Per Item	# of Items	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
1	Other (Please describe in Description and Justification)	Natalie Rocha : Coalition Coordinator Jesus Gomez Manzo : Outreach Specialist Rachel Kochhar : Community Engagement Coordinator Teresa Fernandez : Program Director Michael Salazar : Outreach Specialist Yarely Ortiz : Outreach Specialist	Media Equipment Webcams, microphones, tripods, lighting equipment, etc.	2.31	\$35.00	4	\$323.40	\$0.00	\$323.40
X							\$323.40	\$0.00	\$323.40

FFY 2023 CalFresh Healthy Living Budget

Row #	Budget Item	Description and Justification	Cost Per Item	# of Items	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
1	Food Demonstration Materials	Disposable supplies (small plates, forks, napkins, serving bowls, serving spoons, etc...) and ingredients to sample NEOP approved recipes.	\$0.50	280	\$140.00	\$0.00	\$140.00
2	Food Preparation Materials	FOOD DEMO SUPPLIES: Food preparation items such as, cutting board, electric skillet, knives, mixing bowls, cooking utensils, etc.	\$5.00	20	\$100.00	\$0.00	\$100.00
3	Printing and Duplication Materials	Printing/Signage Posters, A-Frames, banners, floor stickers (social distancing and signs)	\$50.00	14	\$700.00	\$0.00	\$700.00
4	Other (Please describe in Description and Justification)	Marketing Social media boost	\$2.00	100	\$200.00	\$0.00	\$200.00
X					\$1,140.00	\$0.00	\$1,140.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Building Type	Location Name	Address	Calculation Description	FTE	Cost Per Month	# of Months	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
X								\$0.00	\$0.00	\$0.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Maintenance Type	Location Name	Address	Calculation Description	FTE	Cost Per Month	# of Months	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
X								\$0.00	\$0.00	\$0.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Budget Item	Description and Justification	FTE	Cost Per Item	# of Items	Misc.	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
X							\$0.00	\$0.00	\$0.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Organization Name	Description of Services	Total Grant	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
X			\$0.00	\$0.00	\$0.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Organization Name	Description of Services	Total Grant	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
X			\$0.00	\$0.00	\$0.00

FFY 2023 CalFresh Healthy Living Budget

Row #	Budget Option	Direct Cost Categories	Indirect Cost Rate	Calculation Method	Total Admin./Program Amount	Total	FFY 2022 Carry-In Amount	FFY 2023 Award Amount
1	Total Direct Cost		19.200%	19.20% of total direct cost	\$130,872.48	\$25,127.52	\$0.00	\$25,127.52
X					\$130,872.48	\$25,127.52	\$0.00	\$25,127.52

HSARC 23-087

 **Riverside
University
HEALTH SYSTEM**
Public Health

Date: August 20, 2022
From: Kim Saruwatari, Director of Riverside University Health System – Public Health
To: Board of Supervisors/Purchasing Agent
Via: Gayle Hoxter, 951-358-5311
Subject: Single Source Procurement; Request for Reach Out to continue providing chronic disease prevention interventions with partners to reach low-income residents.

The below information is provided in support of my department requesting approval for a sole source.

1. **Supplier being requested:** Reach Out - West End

2. **Vendor ID:** 0000078792

3. **Single Source** **Sole Source**

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (If yes, please provide the approved sole or single source number).

Yes **No**
SSJ# 17-117

4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

Approve a contract amendment to continue funding Reach Out to provide nutrition and physical activity community education, food security resources and tobacco prevention education/community engagement activities in the Jurupa Valley, Corona and Moreno Valley communities. Nutrition and physical activity community education will promote healthy eating (fruits, vegetables, whole grains), reduction of sugary beverage consumption, and regular physical activity. The tobacco prevention work relates to facilitating partnership-driven policy work to advance tobacco industry-free communities. These services will target individuals with household incomes at or below 185% of the Federal Poverty Guidelines and populations who are disproportionately impacted by chronic diseases related to diet, physical activity and tobacco product use.

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



6. Unique features of the supply/service being requested from this supplier.

Reach Out, a local non-profit 501(c)(3) specializes in strengthening and engaging communities in health and wellness-based programs. They have experience working in the Inland Empire region since 1969. For the past 8 years, Reach Out has provided SNAP-Ed services and engaged the City of Jurupa Valley, Jurupa Valley residents and partners through the Healthy Jurupa Valley Initiative. Reach Out has a strong commitment to the racial justice/equality movement which will benefit minority members in this area. In collaboration with Jurupa Unified School District, Reach Out has successfully administered five IOE projects, requiring strengths of standardization in curriculum fidelity, data entry, pre/post test administration and strict coordination with school, RUHS-PH and state evaluators. This experience will enable them to continue progress for the final year in the Integrated Work Plan. In 2020 and 2021, Reach Out hosted the Inland Empire Tobacco Free Youth Arts Contests and co-organized the 2021 Vaping-free Youth Summit. Therefore, Reach Out is one of the only organizations in the West Riverside region that meets all the following criteria:

- Experience with mobilizing community members for tobacco prevention work
- Experience in promoting community nutrition interventions
- Expertise in encouraging local decision makers to support interventions
- Willing to provide community nutrition and tobacco prevention service to the County

7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:

In 2019, three behaviors (poor nutrition, lack of physical activity and tobacco product use) contribute to four diseases (heart disease/stroke, cancer, type 2 diabetes and respiratory conditions) that relate to 61% of the deaths in Riverside County. Food insecurity remains an issue for the residents of western Riverside County. Therefore, consistent with the Healthy Riverside County Initiative (HRCI), the Riverside University Health System-Public Health Nutrition and Health Promotion Branch is seeking a contractor that has the capacities listed in #6 above. The contractor's scope of services will advance the HRCI vision of building health into everyday life in order to make the healthy choice the easy choice. Reach Out has the capacity and experience to implement the programmatic and fiscal requirements of the scope of services described above. Contracting Reach Out to carry out the scope of service will greatly reduce the time and financial resources the RUHS-PH staff would invest in training and support to begin operating effectively and efficiently.

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer


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8. **Period of Performance:** From: October 1, 2022 to September 30, 2023
 (total number of years)

Is this an annually renewable contract? No Yes
 Is this a fixed-term agreement: No Yes

9. **Identify all costs for this requested purchase. If approval is for multiple years, ongoing costs must be identified below.**

Description:	FY22-23	FY23-24	Grand Total
Salaries/Benefits	\$97,961	\$40,268	\$138,229
Operating Expenses	\$15,468	\$3,539	\$19,007
Indirect Cost	\$19,771	\$7,993	\$27,764
Total Costs:	\$133,200	\$51,800	\$185,000

10. **Price Reasonableness:**

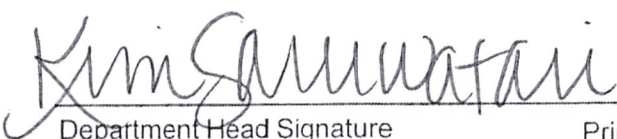
This is 100% grant funded through two programs in the California Department of Public Health (i.e., Nutrition Education and Obesity Prevention Branch for the CalFresh Healthy Living program and the California Tobacco Control Program). Reach Out is a subcontractor to be funded \$185,000 based on the level of services indicated in the Integrated Work Plan specified by our funding agreement with the California Department of Public Health for the CalFresh Healthy Living grant. Pricing is based on similar agreements with similar level of services and Integrated Work Plan.

The California Department of Public Health Tobacco Control Program has pre-approved Reach Out as a subcontractor in the Riverside County Tobacco Control Program (RCTCP) 2022-2025 workplan.

The California Department of Public Health Nutrition Education and Obesity Prevention Program has pre-approved Reach Out as a subcontractor in the RUHS-PH CalFresh Healthy Living Program 2022-2023 (through September 2023) workplan.

11. **Projected Board of Supervisor Date (if applicable):** ASAP

11/30/2022


 Kim Saruwatari
 Department Head Signature Print Name Date
 (or designee)

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer

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The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Not to exceed:

One-time \$ _____

Annual Amount \$ _____ / per fiscal year through _____ (date)

(If Annual Amount Varies each FY)

FY 2223 : \$ 133,200

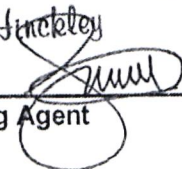
FY 2324 : \$ 51,800

FY _____ : \$ _____

FY _____ : \$ _____

FY _____ : \$ _____

Suzanna Hinckley


Purchasing Agent

11/17/22
Date

23-087
Approval Number
(Reference on Purchasing Documents)

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer