

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



ITEM: 3.47  
(ID # 23759)

MEETING DATE:

FROM : RUHS-PUBLIC HEALTH:

Tuesday, January 09, 2024

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve the Subcontracting Agreement with Riverside Unified School District (RUSD) for Supplemental Nutrition Assistance Program-Education (SNAP-Ed), and CalFresh Healthy Living Program for the Period of Performance of October 1, 2023 through September 30, 2026. District 1 [Total Aggregate Amount: \$630,000; up to \$126,000 in additional compensation - 100% Federal]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve the Subcontracting Agreement with Riverside Unified School District (RUSD) for the Supplemental Nutrition Assistance Program-Education (SNAP-Ed), and CalFresh Healthy Living Program in the aggregate amount of \$630,000 for the period of performance of October 1, 2023, through September 30, 2026;
2. Authorize the Chair of the Board to sign the Subcontracting Agreement on behalf of the County; and
3. Authorize the Director of Public Health or designee, or Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel to take all steps necessary to implement the Subcontracting Agreements, including: (a) signing any certifications, reports or amendments to the Subcontracting Agreements that include modifications of the statement of work or the performance period that stay within the intent of the Subcontracting Agreements; and (b) signing amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total aggregate cost of the Subcontracting Agreements.

**ACTION:**Consent, Policy

  
Kim Saruwatari, Director of Public Health 12/19/2023

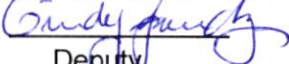
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Jeffries 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: January 9, 2024  
xc: RUHS-PH

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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

| <b>FINANCIAL DATA</b>                | <b>Current Fiscal Year:</b> | <b>Next Fiscal Year:</b> | <b>Total Cost:</b>                  | <b>Ongoing Cost</b> |
|--------------------------------------|-----------------------------|--------------------------|-------------------------------------|---------------------|
| <b>COST</b>                          | \$147,000                   | \$210,000                | \$630,000                           | \$0                 |
| <b>NET COUNTY COST</b>               | \$0                         | \$0                      | \$0                                 | \$0                 |
| <b>SOURCE OF FUNDS:</b> 100% Federal |                             |                          | <b>Budget Adjustment:</b> No        |                     |
|                                      |                             |                          | <b>For Fiscal Year:</b> 23/24-26/27 |                     |

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The California Department of Public Health (CDPH), Nutrition Education and Obesity Prevention Branch (NEOPB) addresses rising obesity rates through statewide, regional, and local programs and partnerships that promote healthy eating, physical activity, and food security with an emphasis on communities with the greatest health disparities. CDPH-NEOPB's mission is to reduce the prevalence of overweight and obesity among California Supplemental Nutrition Assistance Program-Education (SNAP-Ed) eligible residents through educational strategies, and multi-level organizational and community-wide public health approaches that support healthy behaviors at multiple levels of influence. CalFresh Healthy Living funds must be spent on policy, systems and environmental change strategies in qualified domains and settings, implementing allowable nutrition and physical activity evidenced-based interventions.

Riverside University Health System – Public Health (RUHS-PH) has been awarded this funding from CDPH for the CalFresh Healthy Living Program to continue providing these services within Riverside County. As part of this funding, 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 experienced local partners are necessary for the success of the Impact Outcome Evaluation (IOE) project and in sustaining the policy-based approaches to increasing access to healthy food and physical activity opportunities to students and families in Riverside County.

**Impact on Residents and Businesses**

Based on qualifying areas within the County of Riverside, 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 NEOPB grant.

**Additional Fiscal Information**

RUHS-PH receives 100% of its CalFresh Healthy Living program funding from the State of California as a pass through from the Federal government. The CalFresh Healthy Living

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

program funding is based on the federal fiscal year (October 1 – September 30). There is no impact to County General Funds and there is no matching requirement.

The table below outlines how the funds are distributed over the three-year period of the agreement and the funding allocation for the county budget fiscal years.

| County Fiscal Year |                  | Grant Fiscal Year |                  |
|--------------------|------------------|-------------------|------------------|
| Year               | Amount           | Year              | Amount           |
| 2023 / 2024        | \$147,000        | 2023 / 2024       | \$210,000        |
| 2024 / 2025        | \$210,000        | 2024 / 2025       | \$210,000        |
| 2024 / 2026        | \$210,000        | 2025 / 2026       | \$210,000        |
| 2026 / 2027        | \$63,000         | 2026 / 2027       | \$0              |
| <b>Total</b>       | <b>\$630,000</b> | <b>Total</b>      | <b>\$630,000</b> |

**Contract History and Price Reasonableness**

Riverside Unified School District is an approved subcontractor based on their level of services indicated in the Integrated Work Plan and specified by the grant agreement with CDPH. The Board of Supervisors approved the current grant agreement with CDPH on September 26, 2023, on Agenda Item 3.28 in the amount of \$12,660,037 for the period of performance of October 1, 2023, through September 30, 2026.

The Riverside County Board of Supervisors approved former grant agreements with CDPH/NEOPB for the CalFresh Healthy Living program. As a result of the previously approved grant funding, the Board of Supervisors previously approved Subcontracting Agreements with Riverside Unified School District.

Agreement No. 20-028 with Riverside Unified School District was approved by the Board of Supervisors on February 4, 2020, on Agenda Item 3.9 in the amount of \$360,000 for the period of performance of October 1, 2019, through September 30, 2022. Amendment No. 1 to Agreement No. 20-028 was approved by the Board of Supervisors on September 28, 2021, on Agenda Item 3.16 to increase the agreement in the amount of \$40,000. Amendment No. 2 to Agreement No. 20-028 with Riverside Unified School District was approved by the Board of Supervisors on February 28, 2023, on Agenda Item 3.33 to increase the agreement in the amount of \$140,000 and extend the period of performance through September 30, 2023.

**ATTACHMENT A.** Subcontracting Agreement No. HSARC-24-003 with Riverside Unified School District





Douglas Cardonez Jr.                      1/2/2024                      Aaron Gettis, Deputy County Counsel                      12/21/2023

## Ratification and Agreement

This Ratification Subcontracting Agreement is entered into by and between Riverside Unified School District and the County of Riverside, a political subdivision of the state of California, on behalf of its Riverside University Health System – Public Health effective October 1, 2023.

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

The purpose of this Ratification Subcontract Agreement ("Agreement") is to clearly identify the roles and responsibilities of each party as they relate to providing nutrition education to Californians participating or eligible to receive CalFresh Food benefits, known nationally as Supplemental Nutrition Assistance Program (SNAP). SNAP 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 allowable nutrition education and obesity prevention activities and interventions for low-income Californians under the CalFresh Healthy Living (CFHL) program. The focus of the project is upstream public health approaches and individual and organizational health promotion to help the CFHL target audience establish healthy eating habits, a physically active lifestyle, and for primary prevention of disease.

Riverside University Health System – Public Health (RUHS-PH) receives 100% of its CalFresh Healthy Living Program funding from the state of California as a pass through from the Federal Government. The CalFresh Healthy Living Program funding is based on the federal fiscal year (October 1 – September 30). A portion of the funding received back from the state shall be used to allow RUHS to enter a subcontract with Riverside Unified School District (RUSD).

To support this goal, County of Riverside, a political subdivision of the State of California, through its Department of Public Health, hereinafter referred to as "COUNTY" or "Grantee", and Riverside Unified School District, hereinafter referred to as "DISTRICT" or "Sub-grantee", will conduct interventions related to nutrition, beverage and physical activity education with eligible families and partners as described in their respective Scope of Work and Deliverables. Allowable services are outlined in the annual USDA SNAP-Ed Plan Guidance located at the following link:

<https://snaped.fns.usda.gov/administration/snap-ed-guidance-and-policy>

Both COUNTY and DISTRICT 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. Period of Performance**

The term of this Agreement is the period within which the project responsibilities of this Agreement shall be performed. The term commences October 1, 2023 and terminates September 30, 2026, unless terminated earlier.

**III. Compensation**

In consideration of services provided by COUNTY, DISTRICT 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 thirty thousand dollars (\$630,000), including all expenses.

**IV. COUNTY Responsibilities**

COUNTY shall undertake the following activities during the duration of the Agreement term:

- a. Ensure adherence of DISTRICT to applicable federal and state laws and regulations and program guidelines.
- b. Review and approval all documentation evidencing DISTRICT's performance of services as set forth in the Integrated Work Plan/Scope of Work, attached hereto as Exhibit A, and monitor DISTRICT compliance with the Agreement.
- c. Provide training and technical assistance to DISTRICT on promising practices and fiscal and programmatic rules and regulations.
- d. Promptly reimburse allowable expenses according to the terms and conditions set forth in this Agreement according to the following:
  - i. The COUNTY standard payment default terms of 30 days after the submission of the monthly Federal Share invoices to COUNTY.
  - ii. Each invoice shall contain a minimum of the following information: organization name; purchase order number; invoice number and invoice date; payment due date; remittance address; bill-to and ship-to addresses; Agreement number (HSARC-24-003); Contract number (23-10336); quantities; service dates for claimed expenditures (billing period must fall within the Agreement performance period); item descriptions; unit prices and extensions; sales/use tax, if applicable; and an invoice total.
  - iii. DISTRICT shall provide adequate supporting cost documentation, including source documentation as appropriate, (i.e.: receipts, logs, timesheets, payroll records, etc.) as requested by the COUNTY.
- e. Ensure that DISTRICT's Scope of Work activities do not supplant existing SNAP-Ed efforts or funding.
- f. Review DISTRICT's audit report and, within six months of receipt, issue a management decision on any audit findings. COUNTY will also ensure that DISTRICT takes appropriate action and timely corrective action to remain in compliance with federal regulations.

**V. DISTRICT Responsibilities**

DISTRICT shall undertake the following activities during the duration of the Agreement term:

- a. Support and facilitate nutrition education services as outlined in the approved Integrated Work Plan (IWP), attached hereto, Scope of Work, attached hereto as Exhibit A, and Budget attached hereto as Exhibit B. Services shall be provided to SNAP eligible participants and potential SNAP eligible participants who have incomes at or below 185% of the federal poverty level (FPL). DISTRICT will be required to designate the sites where services will be provided to ensure the target population is being reached. Site eligibility and approval must be obtained before services begin. Service sites may include: school sites within the DISTRICT with at least 50% of the students receiving free or reduced price meals and as outlines in Exhibit A. Head Start sites are eligible as means-tested locations. Community sites, including parks, community centers and libraries may be eligible by most current

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- American Community Survey (ACS) poverty maps or census tract data, Community Eligibility Provisions or other USDA sites qualifying guidelines. The methods used to qualify the proposed sites include:
- b. Ensure that Federal Share is not used to supplant existing SNAP-Ed funds or activities.
  - c. 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). <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>
  - d. Furnish project management, contract administration and fiscal control services, including but not limited to:
    - i. Adherence to the approved Integrated Scope of Work and Budget attached.
    - ii. Return of this Agreement, with the required signatures, within 30 days of its receipt.
    - iii. Preparation and submission of approved monthly time log forms for each employee charging personnel costs to the program.
    - iv. Preparation and submission of monthly Federal Share invoices to COUNTY according to the following:
      - a. Monthly Invoices Due Dates:  
DISTRICT shall submit monthly invoices by the 25<sup>th</sup> of the following month to pay prior monthly expenditures.
      - b. Invoices shall be submitted or emailed to:  
Riverside University Health System - Public Health  
Nutrition & Health Promotion Branch  
Attn: Lisa Lin or Renita Hudson  
4210 Riverwalk Parkway, Suite 400  
Riverside, CA 92505  
[LLin@ruhealth.org](mailto:LLin@ruhealth.org) or [RHudson@ruhealth.org](mailto:RHudson@ruhealth.org)
    - v. Sub-grantee is required to separate, batch and label each set of documentation according to one of the ten-line items to which the expense is billed. Batch, attach vendor invoices, bills, receipts for all purchases and label the documentation according to the following line items:
      - a. Personnel salaries
      - b. Fringe benefits
      - c. Travel and per diem
      - d. Non-capital equipment/supplies
      - e. Materials
      - f. Building/space – not applicable
      - g. Maintenance
      - h. Equipment and other capital expenditures – not applicable
      - i. Contract/subcontract agreements – not applicable
      - j. Indirect costs
    - vi. Sub-grantee is required to sign and submit a copy of the fully executed sub- grant Agreement and/or consultant Agreement to COUNTY. The following key elements must be included in the sub-grant Agreements:
      - a. Name of the parties entering into the Agreement
      - b. Terms of the Agreement
      - c. Scope of Work to be completed, attached here as Exhibit A

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- d. Maximum amount payable
  - e. Cancellation clause
  - f. Record retention clause
  - vii. Comply with all requests from COUNTY, including programmatic and fiscal onsite or desk reviews. Upon request, provide documentation to the COUNTY and follow protocols to ensure compliance with requirements.
  - viii. On-line tracking of program activities using the Program Evaluation and Reporting System (PEARS) and submission of Progress Reports as follows:
    - a. See attached Scope of Work and Integrated Work Plan – Exhibit A
    - b. Activities must be logged by the 10<sup>th</sup> of the following month to track the prior month's activities.
    - c. Semi-annual progress reports will be due early April, date TBD.
    - d. The annual progress report will be due early October, date TBD.
  - ix. Participation in all mandatory training and meetings as requested by COUNTY.
  - x. DISTRICT agrees to maintain and preserve files relevant to this Agreement, until three years after termination of and final payment is received from the NEOPB to the Grantee. In addition, permit the NEOPB, CDPH, CDSS, USDA or any duly authorized to have access to, examine or audit any pertinent books, documents, papers and fiscal records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records. Any costs that cannot be substantiated by source documentation may be disallowed.
  - xi. Return any funds necessary to repay USDA for any federal audit exceptions in which DISTRICT has not complied with the requirements of this Agreement and applicable state and federal regulations.
  - xii. Submission of a copy of audited financial statements to COUNTY nine months after the year end. DISTRICT agrees to provide access to auditors to determine compliance with federal regulations.

#### **VI. Documentation Approval and Acknowledgements**

COUNTY and DISTRICT agree that 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:

a. Health Education/Communication

- i. One time, periodic, or occasional
- ii. Provides factual information to the public or target audience to prevent disease or improve health status.
- iii. Conveys a specific public health message to a select target audience about a specific public health problem or program.
- iv. Examples:
  - a. Brochure
  - b. Fact sheet
  - c. Media campaigns and advertisements
  - d. Newsletter
  - e. Fotonovela
  - f. Press release or other press materials
  - g. Public Service Announcement
  - h. Social networking (Facebooks, Twitter, etc.)

Materials, whether newly developed or reprinted, must include an appropriate acknowledgement/ funding statement.

See the NEOPB Branding Guidelines Manual at:

<https://calfresh.dss.ca.gov/healthyliving/partners> for information on approved acknowledgement and funding statements and which types of materials should carry which version of the statement. For materials not listed, contact COUNTY for guidance on which statement is appropriate.

The CalFresh Healthy Living logo should be displayed prominently on all materials produced with CalFresh Healthy Living funds. This includes flyers, recipe cards, Web pages, PowerPoint presentations, printed publications, social media posts, or any other public facing documents. CalFresh Healthy Living logos are available in English, Spanish, black and white, color, and in different electronic file formats online at the CFHL Partners Resources page:

<https://calfresh.dss.ca.gov/healthyliving/partners>

Additional provisions links:

Fiscal and Administrative Guidelines:

<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/Contract-Support-Services-Unit.aspx>

NEOPB Program Letters and any revisions:

<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/LHDProgramLetters.aspx>

United States Department of Agriculture, Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance:

<https://snaped.fns.usda.gov/administration/snap-ed-guidance-and-policy>



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**VII. Terms and Conditions****a. Hold Harmless/Indemnification**

Each party agrees to indemnify, defend, and hold harmless the other party and its officers, directors, trustees, employees, agents (together "Employees and Agents") from any claim, liability or loss, including, but not limited to, reasonable attorneys' fees, cost of investigation, defense and settlements or awards, arising out of or resulting from the acts or omissions of the indemnifying party or any of its Employees or Agents in connection with this Agreement, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of the non-indemnifying party's Employees and Agents. Each party shall notify the other party immediately in writing of any claim of injury or damage related to activities performed pursuant to this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities of this Agreement, provided that nothing shall require either party to disclose any documents, records or communications that are protected under the peer review privilege, the attorney-client privilege or the attorney work-product privilege. The provisions of this section shall survive the termination of this Agreement.

Both Party's obligations hereunder shall be satisfied when both Parties have provided to the other the appropriate form of dismissal, relieving the other Party from any liability for the action or claim involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe either Party's obligations to indemnify and hold harmless the Indemnitees herein from third-party claims. The provisions of this section shall survive the termination of this Agreement.

**b. Liability Insurance**

Without limiting or diminishing the DISTRICT's obligation to indemnify or hold the COUNTY harmless, DISTRICT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees,

ected or appointed officials, agents, or representatives as Additional Insureds.

i. Workers' Compensation:

If the DISTRICT has employees as defined by the State of California, the DISTRICT shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. The policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement

ii. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury covering claims which may arise from or out of DISTRICT's performance of its obligations hereunder. The policy shall name the COUNTY as Additional Insureds. The policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

iii. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then DISTRICT shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

iv. Insurance Requirements for IT Services:

DISTRICT shall procure and maintain for the duration of the Agreement insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by the DISTRICT, its agents, representatives, or employees. DISTRICT shall procure and maintain for the duration of the contract insurance claims arising out of their services and including, but not limited to loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data.

Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by DISTRICT in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and

penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If the DISTRICT maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or higher limits maintained by the DISTRICT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY. Policy shall name the COUNTY as Additional Insureds.

- v. General Insurance Provisions – All Lines:
- a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
  - b. The DISTRICT must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, DISTRICT's carrier shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY; or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
  - c. DISTRICT shall cause DISTRICT's insurance carrier(s) to furnish the COUNTY with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the County Risk Manager, provide original certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to COUNTY prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. DISTRICT shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsement or policy of insurance including all endorsements and

any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

- d. It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- e. The COUNTY's Reserved Rights-Insurance. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of work; or, there is a material change in the equipment to be used in the performance of the scope of work (such as the use of aircraft or watercraft) the COUNTY reserves the right to adjust the type of insurance required herein, if, in the County Risk Manager's reasonable judgment the amount or type of insurance carried by the DISTRICT has become inadequate.
- f. DISTRICT shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- g. The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.
- h. DISTRICT agrees to notify COUNTY of any claim by a third-party or any incident or event that may give rise to a claim from the performance under this Agreement.

c. License

- i. DISTRICT shall, through the term of this Agreement, maintain all licenses necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, County of Riverside, and all other governmental agencies. DISTRICT shall notify COUNTY immediately, in writing, of inability to obtain or maintain such license. Said inability shall be cause for termination of this Agreement.
- ii. DISTRICT shall ensure that DISTRICT's employees, agents and other subcontractors performing services under the terms of this Agreement are in compliance with all relative licensing requirements. DISTRICT hereby agrees to notify COUNTY immediately, in writing, of the inability of DISTRICT or any of DISTRICT's employees, agents and other districts, to obtain or maintain such license(s). Said inability shall be cause for termination of this Agreement.
- iii. A copy of each such license, permit, approval, waiver, exemption, registration, accreditation, and certificate shall be provided to COUNTY.

d. Nondiscrimination and Eligibility

DISTRICT shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel, on the basis of ethnic group identification, race, color, creed, ancestry, religion, national origin, physical handicap, medical condition, or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of California Fair Employment and Housing Act (Gov. Code 12900 et.

seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. §1210 et. seq.) and all other applicable laws or regulations.

e. Conflict of Interest

DISTRICT and DISTRICT's employees shall have no interest, and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement.

f. Confidentiality

The DISTRICT shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of districts, or suppliers in advance of official announcement.

The DISTRICT shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The DISTRICT shall not use such information for any purpose other than carrying out the DISTRICT's obligations under this Agreement. The DISTRICT shall promptly transmit to the COUNTY all third-party requests for disclosure of such information. The DISTRICT shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

The DISTRICT is subject to and shall operate in compliance with all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the related laws and regulations promulgated subsequent thereto. Please refer to Attachment 1 of this Agreement.

g. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

**VIII. Special Terms and Conditions**

COUNTY and DISTRICT shall follow all relevant and applicable regulations as specified in the CDPH "Special Terms and Conditions", also known as Exhibit D, attached hereto as Attachment 1. These may include, but are not limited to:

- a. Travel and Per Diem Reimbursement - unless otherwise specified, Party A and Party B will be reimbursed for travel and per diem expenses at rates established by the California Department of Human Resources.

- b. Subcontract Requirements - Not Applicable.
- c. Lobbying Restrictions – for contracts and subcontract that equal or exceed \$100,000 in Federal Share.
- d. 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.

#### **IX. Funding**

- a. Federal Share SNAP-Ed funding shall not be used to supplant existing nutrition education funds or activities during the term of the Agreement.
- b. DISTRICT shall provide Federal Share budget documentation as requested by USDA, CDSS, CDPH or COUNTY.
- c. Program activities shall not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them.
- d. Funding for each federal fiscal year is subject to approval by USDA. If funding is not available, RUHS-PH agreement with CDPH will be amended, reduced or canceled, resulting in termination of the agreement between COUNTY and DISTRICT upon written notification. Continuation of services beyond the first fiscal year is subject to COUNTY and DISTRICT continued successful performance.

#### **X. Modification and Termination**

- a. This Agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
- b. Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.
- c. 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 COUNTY shall have no liability to pay any funds whatsoever to DISTRICT; and DISTRICT shall not be obligated to perform any provisions of this Agreement for which they are not reimbursed.
- d. If funding for any fiscal year is reduced or deleted by the Federal Budget for purposes of this program, the State and COUNTY shall have the option to either cancel this Agreement with no liability occurring to the State or COUNTY or offer an agreement amendment to DISTRICT to reflect the reduced agreement.

#### **XI. General**

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement 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 Agreement. The parties further agree that the electronic signatures of the parties 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. 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.

This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

**XII. Notices**

Any notices required to be given under this Agreement shall be given by regular mail, postage prepaid, addressed as follows, including any other such address(es) as the Parties may hereafter designate:

COUNTY:

Riverside University Health System –  
District Public Health  
Procurement and Logistics  
4065 County Circle Dr., Suite 403  
Riverside, CA 92503  
Attn: Contracts Unit  
[PH-Contracts@ruhealth.org](mailto:PH-Contracts@ruhealth.org)

DISTRICT:

Riverside Unified School  
6050 Industrial Ave  
Riverside, CA 92504  
Attn: Adleit Asi  
[Aasi@riversideunified.org](mailto:Aasi@riversideunified.org)

With a copy to:

Riverside University Health System – Public Health  
Nutrition & Health Promotion Branch  
4210 Riverwalk Parkway, Suite 400  
Riverside, CA 92505

**[Signatures on Next Page]**

**XIII. Effective Date and Signature**

This Agreement shall be effective upon the signature of COUNTY and DISTRICT authorized officials. It shall be in force from October 1, 2023, to September 30, 2026. COUNTY and DISTRICT indicate agreement with their signatures.

**COUNTY OF RIVERSIDE**, a political subdivision of the state of California, on behalf of its Riverside University Health System – Public Health

**RIVERSIDE UNIFIED SCHOOL DISTRICT**, a political subdivision of the State of California

By:   
**CHUCK WASHINGTON** Chair  
Board of Supervisors

By:   
Erin Power  
Assistant Superintendent

Dated: 1/9/24

Dated: 12/5/2023

ATTEST:  
Kimberly Rector  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Minh C. Tran  
County Counsel

Katherine Wilkins  
By: \_\_\_\_\_  
Katherine Wilkins  
Deputy County Counsel



Exhibit A – Scope of Work

Riverside Unified School District – Federal Fiscal Year (FFY)2024-2026 Integrated Work  
Plan Supplemental Nutrition Assistance Program-Education (SNAP-Ed) /  
CalFresh Healthy Living grant

Section A: Overview

**1. Objective:**

Funding for Policy, Systems and Environmental (PSE) change strategies and activities to improve the nutrition and physical activity environment for SNAP-Ed eligible recipients.

**2. PSE Strategies:**

2.1 Access to Healthy Foods:

DISTRICT shall include policies, systems, and environmental changes that ensure food purchased, provided, or made available is healthy. Includes policy, system and/or environmental work that increases access to fresh, healthy, locally sourced fruit and vegetables, as well as other healthy products. Healthy food can be procured from farms, gardens, grocers, food rescue organizations, and/or food distributors of locally sourced products, i.e., farm to community or institution, purchasing systems, and partnerships.

2.2 Behavioral Economics:

DISTRICT shall provide healthy behavior marketing activities, specifically at the point of decision, using economic incentives and methods for purchasing and consumption behavior. Examples include intentional placement of healthy foods, point of purchase signage and prompts, pricing and other food access or restriction, and can also relate to physical activity. Activities can include work that addresses the pricing of food and beverage options to influence access. This may align with price matching or buyer incentive programs. Behavioral economics usually does not involve education but influences spontaneous or unconscious selections at the point of decision.

2.3 Daily Quality Physical Activity:

DISTRICT shall perform work that establishes and supports (through policy, systems and/or environmental changes) daily, quality time for age- and ability-appropriate physical activity and encourages individuals to meet the Physical Activity Guidelines for Americans. At early childhood centers, preschools and K-12 school sites, it is particularly important that quality structured physical activity, active free play (recess) and adult-led physical education be provided for all students and children on a daily basis.

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**3. PSE Levels:**

- 3.1 Site Level: Targeted SNAP-Ed allowable activities to establish, implement and sustain written policies, systems and environmental changes through comprehensive programming at a single school or site, and adaptable for each specific location.
- 3.2 Organizational Level: Targeted SNAP-Ed allowable activities to establish, implement and sustain written policies, systems and environmental changes at the multi-site level. Organization level efforts would include work at a school district level, a group of childcare sites or other partners that can implement changes by influencing multiple sites under their jurisdiction.

**4. Funding Priorities:**

- 1) Increase access to and consumption of healthy foods and beverages, with an emphasis on increasing consumption of water.
- 2) Decrease access to and consumption of less healthy foods and beverages, with an emphasis on decreasing consumption of Sugar Sweetened Beverages (SSBs).
- 3) Increase physical activity.

**5. Population Served:**

SNAP-Ed eligible Californians with annual household incomes at or below 185 percent of the Federal Poverty Level (FPL) and populations disproportionately impacted by obesity and chronic diseases related to diet and physical activity.

**6. Site List:**

Prior to conducting SNAP-Ed activities at a site, the DISTRICT shall verify the site qualifies using one of the approved targeting methodologies below. Once verified, the DISTRICT will request RUHS-PH Site List Coordinator to check with CalFresh partner agencies for mutual agreement, then add the site to the Riverside County Approved Site List.

- 1) Free and Reduced-Price Meal Data
    - a. Public schools and childcare sites where at least 50 percent of children in the school receive free and reduced priced meals, including Child Adult Care Food Program (CACFP) data.
  - 2) Means-Tested Settings
    - a. Means-tested settings are qualified by the population they serve and not by their physical location. These sites offer a high likelihood of reaching individuals eligible for CalFresh while they are seeking other services. They can include Head Start childcare locations, CalFresh offices and Family Resource Centers (FRC).
  - 3) Community Eligibility
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a. Other settings may reference census tract poverty maps (ACS data), Community Eligibility Provision (CEP), or other methods of qualifying non- school-based locations such as libraries, parks, and other community organizations.

## 7. Educational Materials and Resources:

All educational materials, resources and curriculum shall be SNAP-Ed approved and appropriate for the intended SNAP-Ed audience (considering age, ability, language, interest, etc.). Each reported activity will list the approved curriculum, toolkit, and/or print resources used. Any locally developed or modified material intended for public viewing (including social media, recipe card or handout, or other print/digital material) must be submitted in advance for RUHS-PH and/or state review, edits and approval. Curriculum Modifications are not allowed by the City and can only be completed by RUHS-PH.

Annual Reporting Expectations:

1) Biannual Progress Report:

DISTRICT will be required to submit to RUHS-PH a Mid-Year Report due early April and Year End Report due early October.

2) PEARS:

DISTRICT shall use the online Program Evaluation and Reporting System (PEARS) to provide information necessary to complete the federally required Education and Administrative Reporting System (EARS) reporting, as well as to report additional program and evaluation activities and outcomes of interest to California SNAP-Ed.

PEARS is designed to link data with local, state, and national objectives, allowing RUHS-PH and DISTRICT to more effectively measure and report program impact, including live-time dashboards and progress tracking towards annual goals.

All PEARS reporting must be completed during the Federal Fiscal Year (October 1 – September 30) to which it relates, and shall be kept current on a monthly basis, at minimum.

DISTRICT shall report their activities in the following five PEARS modules:

i. PSE

DISTRICT shall use the PSE module to track efforts to make PSE changes at all stages from planning to maintenance. This module shall be completed for all sites and organizations that are involved in SNAP-Ed supports PSE

efforts and include sustainability and reflection.

ii. Program Activities

DISTRICT shall report all direct education classes and curriculum-based activities in the Program Activities module. Direct education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention. Program Activities entries require session dates and length, participant demographics, and information about program objectives.

Once verified, DISTRICT shall request RUHS-PH to check with CalFresh partner agencies for mutual agreement, then add the site to the Riverside County site list.

iii. Indirect Activities

DISTRICT must report all distribution of information and resources, including any mass communications, community events, posters, advertisements, and materials distributions that are not considered direct education in the Indirect Activities module.

iv. Success Stories

DISTRICT shall submit at least one PSE-related success story annually. The story should relate to PSE efforts that happened during the Federal Fiscal Year in which it took place and follow the instructions provided by RUHS-PH.

v. Partnerships

DISTRICT shall use this module to report any non-funded, unobligated partners that willingly donate free materials or services, in direct support for CalFresh Healthy Living activities or PSE efforts.

3) Assessment Tool Data:

Site level assessment tools are intended to assist with program planning and can be useful to assess changes in institutional policies and practices over time. Assessment tools will be made available to the DISTRICT for schools and early childcare and preschools Site Level Assessment Questionnaire (SLAQ). All subcontractors must complete an annual assessment of all sites working towards site-level PSE efforts. Site level assessment tools are intended to assist with program planning and can be useful to assess changes in institutional policies and practices over time. Assessment

tools will be made available to the subcontractor for schools and early childcare and preschools (SLAQ). DISTRICT shall complete an annual assessment of all sites working towards site-level PSE efforts.

4) Impact and Outcome Evaluation (IOE):

DISTRICT must collect pre and post behavioral outcome data at one intervention school, using the Eating and Activity Tool for Students (EATS) survey with participating students. DISTRICT must conduct a thorough classroom-based nutrition education series and document in PEARS. DISTRICT is encouraged to provide direct and indirect education and PSE components, including activities that reach parents and guardians of IOE students. Upon completion of pre-testing and post-testing, DISTRICT will submit attendance counts and immediately report any interruptions or changes to the future IOE plan to RUHS-PH.

**8. Priority Settings:**

- 1) K-12 Schools
- 2) Early Childhood Education (Pre-K)

**9. Priority Policy, Systems and Environmental Interventions:**

- 1) Access to Healthy Foods
- 2) Behavioral Economics
- 3) Daily Quality Physical Activity

**10. Supporting PSE Interventions:**

- 1) Healthy procurement
- 2) Capacity building for food distribution site (school-based pantry)
- 3) Site and/or organizational wellness policy
- 4) Places that sell or distribute food and beverages
- 5) Gardens
- 6) Water access and appeal
- 7) Stencils for active playgrounds
- 8) Physical activity in schools (non-PE)
- 9) Improving Physical Education in schools

**11. Targets:**

11.1 At IOE schools and PSE sites, reach 500 students annually through PSE efforts that support a culture of healthy food, beverage and/or physical activity behaviors. Each IOE site and PSE site must complete an annual SLAQ assessment to document current programs, practices and policies that support healthy choices. Other assessments may be implemented to measure specific PSE approaches, such as active recess, smarter

lunchrooms scorecards, or healthy food pantry assessment tools.

11.2 At IOE schools and other participating sites, reach at least 500 students and 100 adults with direct education annually.

11.3 At IOE schools, match at least 50 student IOE pre and post surveys annually, by surveying a minimum of 80 students per IOE site before and after completing a thorough nutrition education curriculum series.

11.4 At IOE schools and other participating sites, reach at least 5000 people with indirect education annually, including a combination of interactive tables or activities, health education events, print and digital health messages, displays, newsletters, etc.

11.5 Report a minimum of 2 partnerships annually, crediting non-funded organizations or departments for their contributions to strengthen or support CalFresh PSE efforts and education activities.

11.6 Submit 1 or more success stories annually, describing the CalFresh SNAP-education, engagement, partnerships and/or PSE efforts that had meaningful impact.

Community Engagement (CE):

- 1) DISTRICT shall annually identify at least one champion (teachers, site representatives and/or involved parents or students) at the IOE or PSE sites and present assessment results from school questionnaires or evaluation tools. Educate on the benefits of daily physical activity, water access, Smarter Lunchroom Movement, food recovery and redistribution, reducing school food waste, and/or district or site-level wellness standards and policies.
- 2) DISTRICT shall annually identify one key decision-maker (District administrators, principals, food service directors and subject-area specialists) at IOE or PSE sites and present assessment results. Educate on the benefits of school gardens, daily physical activity, water access, Smarter Lunchrooms, food recovery and redistribution, reducing school food waste, and/or district or site-level wellness standards and policies. Leverage relationships to engage key leaders and gain support for existing or additional OSE efforts, training and/or coordination of partners.
- 3) Annually, gather school community feedback from parents, students, teachers, and/or administrators at IOE or PSE sites on the needs and desires of the school community as well as facilitators and barriers related to daily physical activity,

water access, Smarter Lunchrooms Movement, food recovery and redistribution reducing school food waste, and/or district or site-level wellness policies, and gardens. Incorporate local champions and community members' vision and high priority needs into the project planning by engaging them through meetings, listening sessions, surveys, etc.

- 4) Recognize school-based champions with key stakeholders and partners.

## **12. Coordination and Collaboration: Partnerships (C&C)**

- 1) DISTRICT shall establish, cultivate and maintain relationships with unfunded partners (such as farmers, gleaners, pantries, Dairy Council, Master Gardeners, Expanded Food and Nutrition Education Program (EFNEP), grocers, fitness experts, district departments, waste resources, environmental health, water districts, Safe Routes staff, universities, etc.) to plan and implement assessment, intervention or maintenance of training and PSE efforts for school nutrition and physical activity initiatives. Make community connections for school administrators as appropriate. Engage representatives from the school community (parents, students, teachers and/or staff) to support PSE efforts.
- 2) DISTRICT shall work with County Nutrition Action Partnership (CNAP) partners, school wellness committees, parent or student groups, cafeteria or maintenance departments, to facilitate training and continued support or maintenance of PSE efforts.

## **13. Training & Technical Assistance (T&T)**

CONTRACTOR shall provide training and/or technical assistance to school teachers, food service staff, maintenance or custodial staff, students, volunteers, parent ambassadors, and/or before and after school staff at IOE and PSE school sites to support nutrition education and physical activity promotion. Where possible, provide training and technical assistance in behavioral economics, SLM and school gardens. Offer nutrition and physical activity training for utilization of SNAP-Ed approved curricula and materials, and other methods of PSE support for student learning and engagement.

## Exhibit B – PAYMENT PROVISIONS

CONTRACTOR shall receive payment by the COUNTY for the following services provided as specified in Exhibit A, Scope of Work.

### 1. BUDGET

| Budget Name                       | Budget Agency    | Budget Type | Contract Number | Budget Number | Budget Date         | Modified Date       | FFY 2023 Carry-In Amount | FFY 2024 Award Amount | FFY 2024 Total Budget Amount |
|-----------------------------------|------------------|-------------|-----------------|---------------|---------------------|---------------------|--------------------------|-----------------------|------------------------------|
| Riverside Unified School District | Riverside County | LIA Sub     |                 | 2024-2**-3516 | 4/7/2023 8:56:28 AM | 6/8/2023 4:23:26 PM | \$0.00                   | \$210,000.00          | \$210,000.00                 |

| Row #    | Expenses                                    | FFY 2023 Carry-In Budget | FFY 2024 Budget     | FFY 2023 Carry-In and FFY 2024 Budget Total | Justification for Greater than 5 % Difference from FFY 2024 Budget |
|----------|---|--------------------------|---------------------|---|--|
| 1        | 1) Salaries/Benefits                        | \$0.00                   | \$161,114.27        | \$161,114.27                                |  |
| 2        | 2) Travel                                   | \$0.00                   | \$4,782.28          | \$4,782.28                                  |  |
| 3        | 3) Non-Capital Equipment/Supplies           | \$0.00                   | \$8,255.24          | \$8,255.24                                  |  |
| 4        | 4) Materials                                | \$0.00                   | \$30,225.32         | \$30,225.32                                 |  |
| 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                                      |  |
| <b>9</b> | <b>9) Total Direct Costs</b>                | <b>\$0.00</b>            | <b>\$204,377.11</b> | <b>\$204,377.11</b>                         |  |
| 10       | 10) Indirect Cost Rate                      | \$0.00                   | \$5,622.89          | \$5,622.89                                  |  |
| <b>X</b> | <b>Total Federal Funds</b>                  | <b>\$0.00</b>            | <b>\$210,000.00</b> | <b>\$210,000.00</b>                         |  |



| 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 2023 Carry-In Amount | FFY 2024 Award Amount |
|---|--|------------------|---------------------------|-------------------------------|----------|---------------|---------------------|--------------|-----------------------|--------------------|----------------------------------|--------------------------|-----------------------|
| 1 | Project Coordinator                            | Stephanie Macias | 10.00%                    | 90.00%                        | 0.750    | \$82,350.00   | \$61,762.50         | 49.135%      | \$30,347.00           | \$9,210.95         | \$92,109.50                      | \$0.00                   | \$92,109.50           |
| 2 | Nutritionist/Nutrition Educator/Nutrition Aide | Nicole Viena     | 0.00%                     | 100.00%                       | 0.500    | \$46,270.00   | \$23,135.00         | 49.135%      | \$11,367.38           | \$0.00             | \$34,502.38                      | \$0.00                   | \$34,502.38           |
| 3 | Nutritionist/Nutrition Educator/Nutrition Aide | TBD              | 0.00%                     | 100.00%                       | 0.500    | \$46,270.00   | \$23,135.00         | 49.135%      | \$11,367.38           | \$0.00             | \$34,502.38                      | \$0.00                   | \$34,502.38           |
| X |  |                  | 3.33%                     | 96.67%                        | 1.750    |               | \$108,032.50        |              | \$53,081.77           | \$9,210.95         | \$161,114.27                     | \$0.00                   | \$161,114.27          |

| Row # | Position Title  | Staff Name | Travel Title | Description and Justification  | Type         | FTE   | Days  | Rate    | Per Day | Linkage | # of Items | Cost Per Item | FTE  | Description and Justification   | Total      | FFY 2023 Carry-In Amount | FFY 2024 Award Amount |
|-------|---|------------|--------------|--|--------------|-------|-------|---------|---------|---------|------------|---------------|------|---|------------|--------------------------|-----------------------|
| 1     | Stephanie Macias - Project Coordinator<br>Nicole Viena - Nutritionist/Nutrition Educator/Nutrition Aide<br>TBD - Nutritionist/Nutrition Educator/Nutrition Aide |            | Local Travel | Travel for staff to attend meetings, trainings, and conferences. Staff travel, including airfare, hotels, meals, and other expenses. Staff travel, including airfare, hotels, meals, and other expenses. Staff travel, including airfare, hotels, meals, and other expenses. | Local Travel | 1.750 | 1.000 | \$45.00 | \$45.00 | \$45.00 | 25         | \$62.20       | 1.75 | Copy paper, folders, binders, staplers, clips, pens, pencils, storage boxes, stickies, shelving, ink cartridges: Black & Color, note pads, etc.                               | \$2,721.25 | \$0.00                   | \$2,721.25            |
| 2     | Stephanie Macias - Project Coordinator  |            | Local Travel | Travel for staff to attend meetings, trainings, and conferences. Staff travel, including airfare, hotels, meals, and other expenses. Staff travel, including airfare, hotels, meals, and other expenses.   | Local Travel | 1.750 | 1.000 | \$45.00 | \$45.00 | \$45.00 | 8          | \$140.00      | 1.75 | Foot rest, keyboard, mouse, office phone, headset, etc. for 2 staff members.  | \$1,960.00 | \$0.00                   | \$1,960.00            |
| 3     | Stephanie Macias - Project Coordinator  |            | Local Travel | Travel for staff to attend meetings, trainings, and conferences. Staff travel, including airfare, hotels, meals, and other expenses. Staff travel, including airfare, hotels, meals, and other expenses.   | Local Travel | 1.750 | 1.000 | \$45.00 | \$45.00 | \$45.00 | 10         | \$100.00      | 1.75 | Event Supplies include: Emcee, portable bluetooth speaker, tape, tablecloth, banner, etc. Supplies will be used for spring and summer fairs and events for CFHL participants. | \$1,750.00 | \$0.00                   | \$1,750.00            |
| 4     | Stephanie Macias - Project Coordinator  |            | Local Travel | Travel for staff to attend meetings, trainings, and conferences. Staff travel, including airfare, hotels, meals, and other expenses. Staff travel, including airfare, hotels, meals, and other expenses.   | Local Travel | 1.750 | 1.000 | \$45.00 | \$45.00 | \$45.00 | 5          | \$218.75      | 1.75 | Postage, stamps, shipping costs etc.  | \$218.75   | \$0.00                   | \$218.75              |
| 5     | Stephanie Macias - Project Coordinator  |            | Local Travel | Travel for staff to attend meetings, trainings, and conferences. Staff travel, including airfare, hotels, meals, and other expenses. Staff travel, including airfare, hotels, meals, and other expenses.   | Local Travel | 1.750 | 1.000 | \$45.00 | \$45.00 | \$45.00 | 3          | \$225.63      | 1.75 | Color printing, ink, and toner for in-house print, etc.   | \$1,184.56 | \$0.00                   | \$1,184.56            |
| X     |   |            |              |  |              |       |       |         |         |         |            |               |      |   | \$7,834.56 | \$0.00                   | \$7,834.56            |

| Row # | Budget Item          | Position Name and Title   | Description and Justification  | FTE  | Cost Per Item | # of Items | Total     | FFY 2023 Carry-In Amount | FFY 2024 Award Amount |
|-------|----------------------|---|--|------|---------------|------------|-----------|--------------------------|-----------------------|
| 1     | Digital Camera/Video | Stephanie Macias : Project Coordinator<br>Nicole Viena : Nutritionist/Nutrition Educator/Nutrition Aide<br>TBD : Nutritionist/Nutrition Educator/Nutrition Aide | Digital Camera/Video needed for recording/capturing at CFHL events and fairs | 1.00 | \$4,20.68     | 1          | \$4,20.68 | \$0.00                   | \$4,20.68             |
| X     |                      |   |  |      |               |            | \$4,20.68 | \$0.00                   | \$4,20.68             |

| Row # | Budget Option | Direct Cost Categories | Indirect Cost Rate | Calculation Method             | Total Admin./Program Amount | FFY 2023 Carry-In Amount | FFY 2024 Award Amount |
|-------|---------------|------------------------|--------------------|--------------------------------|-----------------------------|--------------------------|-----------------------|
| 1     | Manual Entry  |                        | 3.490%             | 3.49% of Salaries and Benefits | \$161,114.27                | \$0.00                   | \$5,622.89            |
| X     |               |                        |                    |                                | \$161,114.27                | \$0.00                   | \$5,622.89            |

| Row #    | Budget Item                                    | Description and Justification  | Cost Per Item | # of Items | Total              | FFY 2023 Carry-In Amount | FFY 2024 Award Amount |
|----------|--|--|---------------|------------|--------------------|--------------------------|-----------------------|
| 1        | Food Demonstration Materials                   | Food for class taste testing and food demonstrations:<br>Ingredients of CalFresh Healthy Living approved recipes.  | \$0.70        | 3,000      | \$2,100.00         | \$0.00                   | \$2,100.00            |
| 2        | Food Preparation Materials                     | Supplies for classes and food demonstrations:<br>small plates, forks, napkins, serving bowls, serving spoons, etc.   | \$0.20        | 3,050      | \$610.00           | \$0.00                   | \$610.00              |
| 3        | Printing and Duplication Materials             | Paper & printing/duplication costs for printing flyers, IOE surveys, photocopies, handouts, worksheets, custom logo tablecloth, canopy etc.                        | \$12.15       | 249        | \$3,025.35         | \$0.00                   | \$3,025.35            |
| 4        | Permits  | Employees must have a current Food Handler Certificate for handling/preparing food for food demos.   | \$60.53       | 1          | \$60.53            | \$0.00                   | \$60.53               |
| 5        | Physical Activity Materials                    | Purchase NEOP approved physical activity materials   | \$80.00       | 150        | \$12,000.00        | \$0.00                   | \$12,000.00           |
| 6        | Garden Materials                               | Gardening tools, rakes, shovels, hoes, clippers, gloves, liner, wire, rope, troughs, soil, fertilizer, fruit and veggie seeds, seed start pots, mulch, picks, etc. | \$25.30       | 150        | \$3,795.00         | \$0.00                   | \$3,795.00            |
| 7        | Stencil/Structured Physical Activity Materials | Stencil Materials including paint, brushes/rollers, painting trays, painters tape, tarps/plastic, kneeling pads, other playground stencil project materials        | \$12.00       | 127        | \$1,524.00         | \$0.00                   | \$1,524.00            |
| 8        | Food Safety                                    | Hand sanitizer, masks, hair nets, gloves, ice packs, coolers, insulated totes for food temp, etc.  | \$55.75       | 18         | \$1,003.50         | \$0.00                   | \$1,003.50            |
| 9        | Small Kitchen Appliances                       | Blender, mixer, slow cooker, cheese grater, crockpot, cutting shears, electric skillet, etc.   | \$86.98       | 7          | \$608.86           | \$0.00                   | \$608.86              |
| 10       | Storage Materials                              | Shelving units, cabinets, containers, label maker, etc.  | \$222.38      | 16         | \$3,558.08         | \$0.00                   | \$3,558.08            |
| 11       | Registration and Certification Materials       | Serve Safe, RD certification, DTR certification, etc.  | \$100.00      | 2          | \$200.00           | \$0.00                   | \$200.00              |
| 12       | Garden Bed Materials                           | Lumber, nails, weed barriers, wood, materials to build garden beds, etc. All to support PSE efforts at district schools  | \$30.00       | 58         | \$1,740.00         | \$0.00                   | \$1,740.00            |
| <b>X</b> |  |  |               |            | <b>\$30,225.32</b> | <b>\$0.00</b>            | <b>\$30,225.32</b>    |

Riverside Unified School District  
Budget FFY 2024-2026

CalFresh: Grant Federal Fiscal Year

| FFY 2025 (October 1, 2024 - September 30, 2025<br>= full year) |                     |                     | FFY 2026 (October 1, 2025 - September 30, 2026<br>= full year) |                     |                     |
|--|---------------------|---------------------|--|---------------------|---------------------|
| Expenses   | CalFresh            | Total               | Expenses   | CalFresh            | Total               |
| 1) Salaries/Benefits   | \$161,114.27        | \$161,114.27        | 1) Salaries/Benefits   | \$161,114.27        | \$161,114.27        |
| 2) Travel  | \$4,782.28          | \$4,782.28          | 2) Travel  | \$4,782.28          | \$4,782.28          |
| 3) Non-Capital Equipment/Supplies                              | \$8,255.24          | \$8,255.24          | 3) Non-Capital Equipment/Supplies                              | \$8,255.24          | \$8,255.24          |
| 4) Materials   | \$30,225.32         | \$30,225.32         | 4) Materials   | \$30,225.32         | \$30,225.32         |
| 5) Building/Space  | \$0.00              | \$0.00              | 5) Building/Space  | \$0.00              | \$0.00              |
| 6) Maintenance   | \$0.00              | \$0.00              | 6) Maintenance   | \$0.00              | \$0.00              |
| 7) Capital Expenditures  | \$0.00              | \$0.00              | 7) Capital Expenditures  | \$0.00              | \$0.00              |
| 8) Contracts/Sub-Grants  | \$0.00              | \$0.00              | 8) Contracts/Sub-Grants  | \$0.00              | \$0.00              |
| <b>9) Total Direct Costs</b>                                   | <b>\$204,377.11</b> | <b>\$204,377.11</b> | <b>9) Total Direct Costs</b>                                   | <b>\$204,377.11</b> | <b>\$204,377.11</b> |
| 10) Indirect Cost Rate   | \$5,622.89          | \$5,622.89          | 10) Indirect Cost Rate   | \$5,622.89          | \$5,622.89          |
| <b>Total Funds</b>   | <b>\$210,000.00</b> | <b>\$210,000.00</b> | <b>Total Funds</b>   | <b>\$210,000.00</b> | <b>\$210,000.00</b> |
| <i>total budget (reference)</i>                                | <i>\$210,000</i>    | <i>\$210,000</i>    |  |                     |                     |

**Attachment I**

HIPAA Business Associate Agreement Addendum to Contract

Between the County of Riverside and the Riverside Unified School District

This HIPAA Business Associate Agreement (the "Addendum") supplements, and is made part of the Underlying Agreement between the County of Riverside ("County") and Contractor and shall be effective as of the date the Underlying Agreement approved by both Parties (the "Effective Date").

**RECITALS**

WHEREAS, County and Contractor entered into the Underlying Agreement pursuant to which the Contractor provides services to County, and in conjunction with the provision of such services certain protected health information ("PHI") and/or certain electronic protected health information ("ePHI") may be created by or made available to Contractor for the purposes of carrying out its obligations under the Underlying Agreement; and,

WHEREAS, the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Public Law 104-191 enacted August 21, 1996, and the Health Information Technology for Economic and Clinical Health Act ("HITECH") of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 enacted February 17, 2009, and the laws and regulations promulgated subsequent thereto, as may be amended from time to time, are applicable to the protection of any use or disclosure of PHI and/or ePHI pursuant to the Underlying Agreement; and,

WHEREAS, County is a covered entity, as defined in the Privacy Rule; and,

WHEREAS, to the extent County discloses PHI and/or ePHI to Contractor or Contractor creates, receives, maintains, transmits, or has access to PHI and/or ePHI of County, Contractor is a business associate, as defined in the Privacy Rule; and,

WHEREAS, pursuant to 42 USC §17931 and §17934, certain provisions of the Security Rule and Privacy Rule apply to a business associate of a covered entity in the same manner that they apply to the covered entity, the additional security and privacy requirements of HITECH are applicable to business associates and must be incorporated into the business associate agreement, and a business associate is liable for civil and criminal penalties for failure to comply with these security and/or privacy provisions; and,

WHEREAS, the parties mutually agree that any use or disclosure of PHI and/or ePHI must be in compliance with the Privacy Rule, Security Rule, HIPAA, HITECH and any other applicable law; and,

WHEREAS, the parties intend to enter into this Addendum to address the requirements and obligations set forth in the Privacy Rule, Security Rule, HITECH and HIPAA as they apply to Contractor as a business associate of County, including the establishment of permitted and required uses and disclosures of PHI and/or ePHI created or received by Contractor during the course of performing functions, services and activities on behalf of County, and appropriate limitations and conditions on such uses and disclosures;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in HITECH, HIPAA, Security Rule and/or Privacy Rule, as may be amended from time to time.
  - A. "Breach" when used in connection with PHI means the acquisition, access, use or disclosure of PHI in a manner not permitted under subpart E of the Privacy Rule which compromises the security or privacy of the PHI, and shall have the meaning given such term in 45 CFR §164.402.
    - (1) Except as provided below in Paragraph (2) of this definition, acquisition, access, use, or disclosure of PHI in a manner not permitted by subpart E of the Privacy Rule is presumed to be a breach unless Contractor

demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following four factors:

- (a) The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
- (b) The unauthorized person who used the PHI or to whom the disclosure was made;
- (c) Whether the PHI was actually acquired or viewed; and
- (d) The extent to which the risk to the PHI has been mitigated.

(2) Breach excludes:

(a) Any unintentional acquisition, access or use of PHI by a workforce member or person acting under the authority of a covered entity or business associate, if such acquisition, access or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under subpart E of the Privacy Rule.

(b) Any inadvertent disclosure by a person who is authorized to access PHI at a covered entity or business associate to another person authorized to access PHI at the same covered entity, business associate, or organized health care arrangement in which County participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted by subpart E of the Privacy Rule.

(c) A disclosure of PHI where a covered entity or business associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.

- B. "Business associate" has the meaning given such term in 45 CFR §164.501, including but not limited to a subcontractor that creates, receives, maintains, transmits or accesses PHI on behalf of the business associate.
- C. "Data aggregation" has the meaning given such term in 45 CFR §164.501.
- D. "Designated record set" as defined in 45 CFR §164.501 means a group of records maintained by or for a covered entity that may include: the medical records and billing records about individuals maintained by or for a covered health care provider; the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or, used, in whole or in part, by or for the covered entity to make decisions about individuals.
- E. "Electronic protected health information" ("ePHI") as defined in 45 CFR §160.103 means protected health information transmitted by or maintained in electronic media.
- F. "Electronic health record" means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given such term in 42 USC §17921(5).
- G. "Health care operations" has the meaning given such term in 45 CFR §164.501.
- H. "Individual" as defined in 45 CFR §160.103 means the person who is the subject of protected health information.
- I. "Person" as defined in 45 CFR §160.103 means a natural person, trust or estate, partnership, corporation, professional association or corporation, or other entity, public or private.
- J. "Privacy Rule" means the HIPAA regulations codified at 45 CFR Parts 160 and 164, Subparts A and E.
- K. "Protected health information" ("PHI") has the meaning given such term in 45 CFR §160.103, which includes ePHI.

- L. "Required by law" has the meaning given such term in 45 CFR §164.103.
- M. "Secretary" means the Secretary of the U.S. Department of Health and Human Services ("HHS").
- N. "Security incident" as defined in 45 CFR §164.304 means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- O. "Security Rule" means the HIPAA Regulations codified at 45 CFR Parts 160 and 164, Subparts A and C.
- P. "Subcontractor" as defined in 45 CFR §160.103 means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.
- Q. "Unsecured protected health information" and "unsecured PHI" as defined in 45 CFR §164.402 means PHI not rendered unusable, unreadable, or indecipherable to unauthorized persons through use of a technology or methodology specified by the Secretary in the guidance issued under 42 USC §17932(h)(2).

2. **Scope of Use and Disclosure by Contractor of County's PHI and/or ePHI.**

- A. Except as otherwise provided in this Addendum, Contractor may use, disclose, or access PHI and/or ePHI as necessary to perform any and all obligations of Contractor under the Underlying Agreement or to perform functions, activities or services for, or on behalf of, County as specified in this Addendum, if such use or disclosure does not violate HIPAA, HITECH, the Privacy Rule and/or Security Rule.
- B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Addendum or required by law, in accordance with 45 CFR §164.504(e)(2), Contractor may:
  - 1) Use PHI and/or ePHI if necessary for Contractor's proper management and administration and to carry out its legal responsibilities; and,
  - 2) Disclose PHI and/or ePHI for the purpose of Contractor's proper management and administration or to carry out its legal responsibilities, only if:
    - a) The disclosure is required by law; or,
    - b) Contractor obtains reasonable assurances, in writing, from the person to whom Contractor will disclose such PHI and/or ePHI that the person will:
      - i. Hold such PHI and/or ePHI in confidence and use or further disclose it only for the purpose for which Contractor disclosed it to the person, or as required by law; and,
      - ii. Notify County of any instances of which it becomes aware in which the confidentiality of the information has been breached; and,
  - 3) Use PHI to provide data aggregation services relating to the health care operations of County pursuant to the Underlying Agreement or as requested by County; and,
  - 4) De-identify all PHI and/or ePHI of County received by Contractor under this Addendum provided that the de-identification conforms to the requirements of the Privacy Rule and/or Security Rule and does not preclude timely payment and/or claims processing and receipt.
- C. Notwithstanding the foregoing, in any instance where applicable state and/or federal laws and/or regulations are more stringent in their requirements than the provisions of HIPAA, including, but not limited to, prohibiting disclosure of mental health and/or substance abuse records, the applicable state and/or federal laws and/or regulations shall control the disclosure of records.

2. **Prohibited Uses and Disclosures.**

- A. Contractor may neither use, disclose, nor access PHI and/or ePHI in a manner not authorized by the Underlying Agreement or this Addendum without patient authorization or de-identification of the PHI and/or ePHI and as authorized in writing from County.
- B. Contractor may neither use, disclose, nor access PHI and/or ePHI it receives from County or from another business associate of County, except as permitted or required by this Addendum, or as required by law.
- C. Contractor agrees not to make any disclosure of PHI and/or ePHI that County would be prohibited from making.
- D. Contractor shall not use or disclose PHI for any purpose prohibited by the Privacy Rule, Security Rule, HIPAA and/or HITECH, including, but not limited to 42 USC §17935 and §17936. Contractor agrees:
  - 1) Not to use or disclose PHI for fundraising , unless pursuant to the Underlying Agreement and only if permitted by and in compliance with the requirements of 45 CFR §164.514(f) or 45 CFR §164.508;
  - 2) Not to use or disclose PHI for marketing, as defined in 45 CFR §164.501, unless pursuant to the Underlying Agreement and only if permitted by and in compliance with the requirements of 45 CFR §164.508(a)(3);
  - 3) Not to disclose PHI, except as otherwise required by law, to a health plan for purposes of carrying out payment or health care operations, if the individual has requested this restriction pursuant to 42 USC §17935(a) and 45 CFR §164.522, and has paid out of pocket in full for the health care item or service to which the PHI solely relates; and,
  - 4) Not to receive, directly or indirectly, remuneration in exchange for PHI, or engage in any act that would constitute a sale of PHI, as defined in 45 CFR §164.502(a)(5)(ii), unless permitted by the Underlying Agreement and in compliance with the requirements of a valid authorization under 45 CFR §164.508(a)(4). This prohibition shall not apply to payment by County to Contractor for services provided pursuant to the Underlying Agreement.

3. **Obligations of County.**

- A. County agrees to make its best efforts to notify Contractor promptly in writing of any restrictions on the use or disclosure of PHI and/or ePHI agreed to by County that may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.
- B. County agrees to make its best efforts to promptly notify Contractor in writing of any changes in, or revocation of, permission by any individual to use or disclose PHI and/or ePHI, if such changes or revocation may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.
- C. County agrees to make its best efforts to promptly notify Contractor in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect Contractor's use or disclosure of PHI and/or ePHI.
- D. County agrees not to request Contractor to use or disclose PHI and/or ePHI in any manner that would not be permissible under HITECH, HIPAA, the Privacy Rule, and/or Security Rule.
- E. County agrees to obtain any authorizations necessary for the use or disclosure of PHI and/or ePHI, so that Contractor can perform its obligations under this Addendum and/or Underlying Agreement.



4. **Obligations of Contractor.** In connection with the use or disclosure of PHI and/or ePHI, Contractor agrees to:
- A. Use or disclose PHI only if such use or disclosure complies with each applicable requirement of 45 CFR §164.504(e). Contractor shall also comply with the additional privacy requirements that are applicable to covered entities in HITECH, as may be amended from time to time.
  - B. Not use or further disclose PHI and/or ePHI other than as permitted or required by this Addendum or as required by law. Contractor shall promptly notify County if Contractor is required by law to disclose PHI and/or ePHI.
  - C. Use appropriate safeguards and comply, where applicable, with the Security Rule with respect to ePHI, to prevent use or disclosure of PHI and/or ePHI other than as provided for by this Addendum.
  - D. Mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI and/or ePHI by Contractor in violation of this Addendum.
  - E. Report to County any use or disclosure of PHI and/or ePHI not provided for by this Addendum or otherwise in violation of HITECH, HIPAA, the Privacy Rule, and/or Security Rule of which Contractor becomes aware, including breaches of unsecured PHI as required by 45 CFR §164.410.
  - F. In accordance with 45 CFR §164.502(e)(1)(ii), require that any subcontractors that create, receive, maintain, transmit or access PHI on behalf of the Contractor agree through contract to the same restrictions and conditions that apply to Contractor with respect to such PHI and/or ePHI, including the restrictions and conditions pursuant to this Addendum.
  - G. Make available to County or the Secretary, in the time and manner designated by County or Secretary, Contractor's internal practices, books and records relating to the use, disclosure and privacy protection of PHI received from County, or created or received by Contractor on behalf of County, for purposes of determining, investigating or auditing Contractor's and/or County's compliance with the Privacy Rule.
  - H. Request, use or disclose only the minimum amount of PHI necessary to accomplish the intended purpose of the request, use or disclosure in accordance with 42 USC §17935(b) and 45 CFR §164.502(b)(1).
  - I. Comply with requirements of satisfactory assurances under 45 CFR §164.512 relating to notice or qualified protective order in response to a third party's subpoena, discovery request, or other lawful process for the disclosure of PHI, which Contractor shall promptly notify County upon Contractor's receipt of such request from a third party.
  - J. Not require an individual to provide patient authorization for use or disclosure of PHI as a condition for treatment, payment, enrollment in any health plan (including the health plan administered by County), or eligibility of benefits, unless otherwise excepted under 45 CFR §164.508(b)(4) and authorized in writing by County.
  - K. Use appropriate administrative, technical and physical safeguards to prevent inappropriate use, disclosure, or access of PHI and/or ePHI.
  - L. Obtain and maintain knowledge of applicable laws and regulations related to HIPAA and HITECH, as may be amended from time to time.
  - M. Comply with the requirements of the Privacy Rule that apply to the County to the extent Contractor is to carry out County's obligations under the Privacy Rule.
  - N. Take reasonable steps to cure or end any pattern of activity or practice of its subcontractor of which Contractor becomes aware that constitute a material breach or violation of the subcontractor's obligations under the business associate contract with Contractor, and if such steps are unsuccessful, Contractor agrees to terminate its contract with the subcontractor if feasible.

5. **Access to PHI, Amendment and Disclosure Accounting.** Contractor agrees to:
- A. **Access to PHI, including ePHI.** Provide access to PHI, including ePHI if maintained electronically, in a designated record set to County or an individual as directed by County, within five (5) days of request from County, to satisfy the requirements of 45 CFR §164.524.
  - B. **Amendment of PHI.** Make PHI available for amendment and incorporate amendments to PHI in a designated record set County directs or agrees to at the request of an individual, within fifteen (15) days of receiving a written request from County, in accordance with 45 CFR §164.526.
  - C. **Accounting of disclosures of PHI and electronic health record.** Assist County to fulfill its obligations to provide accounting of disclosures of PHI under 45 CFR §164.528 and, where applicable, electronic health records under 42 USC §17935(c) if Contractor uses or maintains electronic health records. Contractor shall:
    - 1) Document such disclosures of PHI and/or electronic health records, and information related to such disclosures, as would be required for County to respond to a request by an individual for an accounting of disclosures of PHI and/or electronic health record in accordance with 45 CFR §164.528.
    - 2) Within fifteen (15) days of receiving a written request from County, provide to County or any individual as directed by County information collected in accordance with this section to permit County to respond to a request by an individual for an accounting of disclosures of PHI and/or electronic health record.
    - 3) Make available for County information required by this Section 6.C for six (6) years preceding the individual's request for accounting of disclosures of PHI, and for three (3) years preceding the individual's request for accounting of disclosures of electronic health record.
6. **Security of ePHI.** In the event County discloses ePHI to Contractor or Contractor needs to create, receive, maintain, transmit or have access to County ePHI, in accordance with 42 USC §17931 and 45 CFR §164.314(a)(2)(i), and §164.306, Contractor shall:
- A. Comply with the applicable requirements of the Security Rule, and implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of ePHI that Contractor creates, receives, maintains, or transmits on behalf of County in accordance with 45 CFR §164.308, §164.310, and §164.312;
  - B. Comply with each of the requirements of 45 CFR §164.316 relating to the implementation of policies, procedures and documentation requirements with respect to ePHI;
  - C. Protect against any reasonably anticipated threats or hazards to the security or integrity of ePHI;
  - D. Protect against any reasonably anticipated uses or disclosures of ePHI that are not permitted or required under the Privacy Rule;
  - E. Ensure compliance with the Security Rule by Contractor's workforce;
  - F. In accordance with 45 CFR §164.308(b)(2), require that any subcontractors that create, receive, maintain, transmit, or access ePHI on behalf of Contractor agree through contract to the same restrictions and requirements contained in this Addendum and comply with the applicable requirements of the Security Rule;
  - G. Report to County any security incident of which Contractor becomes aware, including breaches of unsecured PHI as required by 45 CFR §164.410; and,
  - H. Comply with any additional security requirements that are applicable to covered entities in Title 42 (Public Health and Welfare) of the United States Code, as may be amended from time to time, including but not limited to HITECH.

7. **Breach of Unsecured PHI.** In the case of breach of unsecured PHI, Contractor shall comply with the applicable provisions of 42 USC §17932 and 45 CFR Part 164, Subpart D, including but not limited to 45 CFR §164.410.
- A. **Discovery and notification.** Following the discovery of a breach of unsecured PHI, Contractor shall notify County in writing of such breach without unreasonable delay and in no case later than 60 calendar days after discovery of a breach, except as provided in 45 CFR §164.412.
- 1) **Breaches treated as discovered.** A breach is treated as discovered by Contractor as of the first day on which such breach is known to Contractor or, by exercising reasonable diligence, would have been known to Contractor, which includes any person, other than the person committing the breach, who is an employee, officer, or other agent of Contractor (determined in accordance with the federal common law of agency).
- 2) **Content of notification.** The written notification to County relating to breach of unsecured PHI shall include, to the extent possible, the following information if known (or can be reasonably obtained) by Contractor:
- a) The identification of each individual whose unsecured PHI has been, or is reasonably believed by Contractor to have been accessed, acquired, used or disclosed during the breach;
- b) A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known;
- c) A description of the types of unsecured PHI involved in the breach, such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved;
- d) Any steps individuals should take to protect themselves from potential harm resulting from the breach;
- e) A brief description of what Contractor is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches; and,
- f) Contact procedures for individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, web site, or postal address.
- B. **Cooperation.** With respect to any breach of unsecured PHI reported by Contractor, Contractor shall cooperate with County and shall provide County with any information requested by County to enable County to fulfill in a timely manner its own reporting and notification obligations, including but not limited to providing notice to individuals, prominent media outlets and the Secretary in accordance with 42 USC §17932 and 45 CFR §164.404, §164.406 and §164.408.
- C. **Breach log.** To the extent breach of unsecured PHI involves less than 500 individuals, Contractor shall maintain a log or other documentation of such breaches and provide such log or other documentation on an annual basis to County not later than fifteen (15) days after the end of each calendar year for submission to the Secretary.
- D. **Delay of notification authorized by law enforcement.** If Contractor delays notification of breach of unsecured PHI pursuant to a law enforcement official's statement that required notification, notice or posting would impede a criminal investigation or cause damage to national security, Contractor shall maintain documentation sufficient to demonstrate its compliance with the requirements of 45 CFR §164.412.
- E. **Payment of costs.** With respect to any breach of unsecured PHI caused solely by the Contractor's failure to comply with one or more of its obligations under this Addendum and/or the provisions of HITECH, HIPAA, the Privacy Rule or the Security Rule, Contractor agrees to pay any and all costs associated with providing all legally required notifications to individuals, media outlets, and the Secretary. This provision shall not be

construed to limit or diminish Contractor's obligations to indemnify, defend and hold harmless County under Section 9 of this Addendum.

- F. **Documentation.** Pursuant to 45 CFR §164.414(b), in the event Contractor's use or disclosure of PHI and/or ePHI violates the Privacy Rule, Contractor shall maintain documentation sufficient to demonstrate that all notifications were made by Contractor as required by 45 CFR Part 164, Subpart D, or that such use or disclosure did not constitute a breach, including Contractor's completed risk assessment and investigation documentation.
- G. **Additional State Reporting Requirements.** The parties agree that this Section 8.G applies only if and/or when County, in its capacity as a licensed clinic, health facility, home health agency, or hospice, is required to report unlawful or unauthorized access, use, or disclosure of medical information under the more stringent requirements of California Health & Safety Code §1280.15. For purposes of this Section 8.G, "unauthorized" has the meaning given such term in California Health & Safety Code §1280.15(j)(2).
- 1) Contractor agrees to assist County to fulfill its reporting obligations to affected patients and to the California Department of Public Health ("CDPH") in a timely manner under the California Health & Safety Code §1280.15.
  - 2) Contractor agrees to report to County any unlawful or unauthorized access, use, or disclosure of patient's medical information without unreasonable delay and no later than two (2) business days after Contractor detects such incident. Contractor further agrees such report shall be made in writing, and shall include substantially the same types of information listed above in Section 8.A.2 (Content of Notification) as applicable to the unlawful or unauthorized access, use, or disclosure as defined above in this section, understanding and acknowledging that the term "breach" as used in Section 8.A.2 does not apply to California Health & Safety Code §1280.15.

8. **Hold Harmless/Indemnification.**

- A. Contractor agrees to indemnify and hold harmless County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Addendum, including but not limited to property damage, bodily injury, death, or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Addendum. Contractor shall defend, at its sole expense, all costs and fees, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, of County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents or representatives in any claim or action based upon such alleged acts or omissions.
- B. With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to County as set forth herein. Contractor's obligation to defend, indemnify and hold harmless County shall be subject to County having given Contractor written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at Contractor's expense, for the defense or settlement thereof. Contractor's obligation hereunder shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.
- C. The specified insurance limits required in the Underlying Agreement of this Addendum shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless County herein from third party claims arising from issues of this Addendum.

- D. the event there is conflict between this clause and California Civil Code §2782, this clause shall be interpreted to comply with Civil Code §2782. Such interpretation shall not relieve the Contractor from indemnifying County to the fullest extent allowed by law.
  - E. In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Addendum, this indemnification shall only apply to the subject issues included within this Addendum.
9. **Term.** This Addendum shall commence upon the Effective Date and shall terminate when all PHI and/or ePHI provided by County to Contractor, or created or received by Contractor on behalf of County, is destroyed or returned to County, or, if it is infeasible to return or destroy PHI and/ePHI, protections are extended to such information, in accordance with section 11.B of this Addendum.
10. **Termination.**
- A. **Termination for Breach of Contract.** A breach of any provision of this Addendum by either party shall constitute a material breach of the Underlying Agreement and will provide grounds for terminating this Addendum and the Underlying Agreement with or without an opportunity to cure the breach, notwithstanding any provision in the Underlying Agreement to the contrary. Either party, upon written notice to the other party describing the breach, may take any of the following actions:
    - 1) Terminate the Underlying Agreement and this Addendum, effective immediately, if the other party breaches a material provision of this Addendum.
    - 2) Provide the other party with an opportunity to cure the alleged material breach and in the event the other party fails to cure the breach to the satisfaction of the non-breaching party in a timely manner, the non-breaching party has the right to immediately terminate the Underlying Agreement and this Addendum.
    - 3) If termination of the Underlying Agreement is not feasible, the breaching party, upon the request of the non-breaching party, shall implement, at its own expense, a plan to cure the breach and report regularly on its compliance with such plan to the non-breaching party.
  - B. **Effect of Termination.**
    - 1) Upon termination of this Addendum, for any reason, Contractor shall return or, if agreed to in writing by County, destroy all PHI and/or ePHI received from County, or created or received by the Contractor on behalf of County, and, in the event of destruction, Contractor shall certify such destruction, in writing, to County. This provision shall apply to all PHI and/or ePHI which are in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of PHI and/or ePHI, except as provided below in paragraph (2) of this section.
    - 2) In the event that Contractor determines that returning or destroying the PHI and/or ePHI is not feasible, Contractor shall provide written notification to County of the conditions that make such return or destruction not feasible. Upon determination by Contractor that return or destruction of PHI and/or ePHI is not feasible, Contractor shall extend the protections of this Addendum to such PHI and/or ePHI and limit further uses and disclosures of such PHI and/or ePHI to those purposes which make the return or destruction not feasible, for so long as Contractor maintains such PHI and/or ePHI.
11. **General Provisions.**
- A. **Retention Period.** Whenever Contractor is required to document or maintain documentation pursuant to the terms of this Addendum, Contractor shall retain such documentation for 6 years from the date of its creation or as otherwise prescribed by law, whichever is later.
  - B. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time as is necessary for County to comply with HITECH, the Privacy Rule, Security Rule, and HIPAA generally.
  - C. **Survival.** The obligations of Contractor under Sections 3, 5, 6, 7, 8, 9, 11.B and 12.A of this Addendum shall survive the termination or expiration of this Addendum.

- D. **Regulatory and Statutory References.** A reference in this Addendum to a section in HITECH, HIPAA, the Privacy Rule and/or Security Rule means the section(s) as in effect or as amended.
- E. **Conflicts.** The provisions of this Addendum shall prevail over any provisions in the Underlying Agreement that conflict or appear inconsistent with any provision in this Addendum.
- F. **Interpretation of Addendum.**
- 1) This Addendum shall be construed to be part of the Underlying Agreement as one document. The purpose is to supplement the Underlying Agreement to include the requirements of the Privacy Rule, Security Rule, HIPAA and HITECH.
  - 2) Any ambiguity between this Addendum and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule, Security Rule, HIPAA and HITECH generally.
- G. **Notices to County.** All notifications required to be given by Contractor to County pursuant to the terms of this Addendum shall be made in writing and delivered to the County both by fax and to both of the addresses listed below by either registered or certified mail return receipt requested or guaranteed overnight mail with tracing capability, or at such other address as County may hereafter designate. All notices to County provided by Contractor pursuant to this Section shall be deemed given or made when received by County.

County HIPAA Privacy Officer: HIPAA Privacy Manager

County HIPAA Privacy Officer Address: 26520 Cactus Avenue,  
Moreno Valley, CA 92555

County HIPAA Privacy Officer Phone Number: (951) 486-6471

**RIVERSIDE COUNTY - SECTION A - FFY 2024 - 2026 INTEGRATED WORK PLAN (“IWP”) - OVERVIEW**

To view the County Profile for SNAP-Ed eligible demographics and locations, please visit the [CalFresh Healthy Living website](http://calfreshhealthyliving.org): <http://calfreshhealthyliving.org>

| 1. COUNTY/ JURISDICTION | 2. LIA  | 6B. INTENDED AUDIENCE  | 6B. ETHNICITY AND RACE   | 6B. LANGUAGES (INTERVENTIONS AND MATERIALS)  |
|-------------------------|---|--|--|--|
| Riverside               | <input checked="" type="checkbox"/> AAA<br><input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> 4 Years and Under<br><input checked="" type="checkbox"/> 5 to 7 Years<br><input checked="" type="checkbox"/> 8 to 10 Years<br><input checked="" type="checkbox"/> 11 to 13 Years<br><input checked="" type="checkbox"/> 14 to 17 Years<br><input checked="" type="checkbox"/> 18 to 59 Years<br><input checked="" type="checkbox"/> 60 to 75 Years<br><input checked="" type="checkbox"/> 76 Years and Older | <input checked="" type="checkbox"/> American Indian/Alaskan Native<br><input checked="" type="checkbox"/> Asian<br><input checked="" type="checkbox"/> Black or African American<br><input checked="" type="checkbox"/> Hispanic/Latino<br><input checked="" type="checkbox"/> Multiple/Other<br><input checked="" type="checkbox"/> Native Hawaiian/Other Pacific Islander<br><input checked="" type="checkbox"/> White | <input type="checkbox"/> Arabic<br><input type="checkbox"/> Armenian<br><input type="checkbox"/> Bosnian<br><input type="checkbox"/> Cantonese<br><input checked="" type="checkbox"/> English<br><input type="checkbox"/> Farsi<br><input type="checkbox"/> Hmong<br><input type="checkbox"/> Khmer (Cambodian)<br><input type="checkbox"/> Korean<br><input type="checkbox"/> Lao<br><input type="checkbox"/> Mandarin<br><input type="checkbox"/> Other ()<br><input type="checkbox"/> Russian<br><input checked="" type="checkbox"/> Spanish<br><input type="checkbox"/> Tagalog<br><input type="checkbox"/> Vietnamese |

**3. COMMUNITY GOALS**

The Riverside County Community Health Improvement Plan is currently under revision, but the CHIP for 2016-2021 identified 4 key health priorities: 1) Creating healthy communities, 2) Promoting healthy behaviors, 3) Connecting and investing in people, 4) Improving access to care. This IWP supports the County’s community health goals and will contribute to the first two priority areas, specifically Priority 1A: Increase and maintain safe communities and sustainable active transportation options; Priority 1C: Increase access to and consumption of affordable healthy foods and beverages; Priority 1D: Improve neighborhood planning efforts that promote health; and Priority 2A: Reduce adult and childhood obesity.

All four LIAs and subcontractors will work together to impact six long-term behavior change outcomes: 1) increase access to and consumption of fruits/vegetables, 2) decrease added sugar consumption and increase access to drinking water, 3) increase diet quality of meals and snacks, 4) increase food resource management skills and participation in food assistance programs such as WIC, CalFresh, National School Lunch, Summer Feeding & Child and Adult Care Food Program (as well as participation in the Nutrition Pantry Program), 5) increase quality physical activity at schools and childcare settings, and 6) Increase home and community gardening.

Together, the four LIAs will work in four domains: LIVE, LEARN, EAT, and SHOP to reach SNAP-Ed eligible participants of all ages. We will focus on several key PSE strategies: Nutrition Standards, Daily Quality Physical Activity, Behavioral Economics, and Access to Healthy Food, and will work collaboratively with funded and non-funded partners in various settings. Our CFHL policy, systems, and environmental (PSE) change interventions are designed to increase access to healthy food and physical activity opportunities for low-income individuals and families in places where people eat, live, work, learn and shop. In conjunction with direct and indirect education and messaging, PSEs maximize the likelihood of behavior change being maintained over time.

Riverside County's objectives to impact community changes by September 30, 2026 are:

- 1) At least 10 ECE sites will implement changes related to healthy food and beverage, access to water and

### 3. COMMUNITY GOALS

environmental supports for physical activity. (LEARN PreK)

2) At least 7 school districts and/or sites will make changes related to SLM strategies, school gardens, school wellness policy, healthy procurement, nutrition standards, water access, stencils, school food pantry, and/or access to quality PA. (LEARN K12)

3) At least 2 family resource centers will receive education to support improved nutrition and physical activity behaviors among residents. (LEARN Family Resource Centers)

4) At least 8 senior congregate meal sites will receive support to improve nutrition and physical activity behaviors among older adults. (EAT Congregate Meal Sites)

5) At least 6 food assistance sites will implement changes related to nutrition standards and distribution policies to increase fruit and vegetable demand. (SHOP Food Assistance Sites)

6) At least 4 community organizations will implement changes related to community gardens to improve healthy food access for the community. (LIVE Community Organizations)

Catholic Charities of San Bernardino & Riverside Counties (CCSBRIV) works to achieve lasting change through the adoption and maintenance of four key PSEs change accomplishments and overarching PSE strategies: Healthy Food Access, Nutrition Pantry Programs, Community Gardens, and Physical Activity. These PSEs increase access to healthy food and drinking water, and increased opportunities for physical activity for CalFresh-eligible participants. Many Californians continued to struggle to feed their families due to the lingering effects of the COVID pandemic. Inflation and high food prices continue to make it challenging for families to purchase healthy foods. Nutrition Standards established at CCSBRIV helps direct the procurement of purchased and donated healthy products for food pantries that focuses on fresh fruits and vegetables, whole grains, low-fat dairy products, lean protein, water, and 100% fruit juice. New and existing partners help to meet emergency food needs in Riverside County communities. The distribution of these foods to community members in need is made possible by dedicated volunteers who help package and distribute food. PSE work is supported through direct and indirect nutrition education. Healthy messaging materials and culturally diverse recipes are available in English and Spanish and are distributed throughout the year to complement food distributions.

Environmental level strategies will be driven by site and community level assessments that will engage unique communities, populations, and partners. Assessment will identify need and approaches will aim to engage community members, bolster community and stakeholder buy-in, and to plan and implement data-driven interventions. Policy, systems, and environmental strategies will increase access to healthy food, address food security, and increase access to physical activity in low-income communities. This work involves creating supportive food and activity environments in collaboration with community partners such as Community Action Partnership and Leah's Pantry, in order to make healthy choices more accessible and equitable where people learn. Continuous client feedback loops will also be utilized to ensure that the clients remain at the center of our work such that their needs and voices drive successful program development, implementation, and improvement.

### 4. ADDRESSING EQUITY

Acknowledging that Riverside County is on Cahuilla, Mission and Luiseño Indians tribal land and carries influences from past and present policies, practices, and inhabitants, CFHL intentionally designs programming that honors and includes Riverside County's indigenous communities and culture.

Riverside County is committed to promoting equity, diversity, and inclusion within all four LIA programs to examine our own individual and organizational complicity in exclusionary systems and to become a more authentically engaged multicultural and inclusive organization. Our workplan focuses on several specific audiences and neighborhoods in an intentional effort to meaningfully engage with communities that have a tendency to be excluded or underrepresented. In collaboration with local partners, we will continue to drive changes that can



#### 4. ADDRESSING EQUITY

affect individuals, organizations and communities towards positive influences as referenced in the social determinants of health.

**As implementers, our CFHL teams endeavor to provide services with equity by:**

1. Hiring bilingual educators to offer Spanish classes (including virtual opportunities).
2. Using bilingual and culturally appropriate curriculum, flyers, and indirect education materials including cookbooks and recipe cards.
3. Disseminating grants, funding and recognition opportunities widely.
4. Fostering a welcoming and inclusive environment for all clientele with a trauma informed approach. Maintaining emotional safety – understanding that clientele face racism in their daily lives. Alertness in approaching community members with sensitivity in discussion of marginalized history (see trainings for Educators in number 10).
5. Facilitating a co-capacity building relationship (co-learning) utilizing an asset-based approach.
6. Conducting needs assessment to accommodate clientele needs, and providing evening and weekend services when feasible to increase convenience for participants.
7. Partnering with local agencies to provide comprehensive services to clientele.
8. Using facilitation methods for consensus decision-making and encouraging group and community agreements.
9. Compliance with program directives to display "And Justice for All" Posters, and non-discrimination statements on all CFHL materials.
10. Participating in continued learning opportunities, such as diversity & inclusion, trauma informed services, adverse childhood experiences (ACEs), and implicit bias trainings.
11. Servicing priority neighborhoods and diverse minority populations in eligible locations, as described below.

**Neighborhoods for Concentrated Efforts:**

The City of Blythe has been identified as a rural community for focused efforts. Blythe is located near the Arizona border, nearly a 2 hour drive from the closest neighboring city in Riverside County, with a population of 18,000. A small core of community stakeholders provide essential services and programs to this remote community in the far east desert with limited selection for grocery, transit, health care and other basic services. OOA and LHD will concentrate efforts at the county clinic hub in Blythe to serve their residents that are commonly excluded due to distance.

Mead Valley is a small rural community with limited access and transportation to healthy retail and healthcare, and one of our selected Blue Zone assessment communities. In partnership with local school districts, county supervisor office, family resource center, and the neighboring City of Perris, the LHD will be more present in this community to listen, brainstorm and coordinate action plans with residents and local leaders towards achieving their health goals individually, organizationally, and within the entire community.

Hemet is a larger, suburban city with a high concentration of poverty, homelessness and blight. The LHD and OOA will focus efforts to direct more CFHL energy and services into this community, serving the senior population at the WIC office, farmers markets and school district and engage partners in responding to the needs of residents.

In Banning, 66.2% of households received SNAP benefits between 2017-2021 and 34.9% of adults were obese in 2020 (SHAPE Riverside). UCCE will continue to provide direct and indirect education and PSE services to secondary schools in the Banning Unified School District, and direct and indirect education at the Department of Public Social Services (DPSS).

The Eastern Coachella Valley includes Coachella, Mecca, Thermal, Oasis, North Shore, and other rural communities experiencing high poverty and a significant lack of access to resources. As a desert community, these residents have limited options for healthy food, transit, and health care. Many share experiences of immigration concerns, substandard utilities and housing, insufficient space dedicated to youth recreation, and regularly endure extreme weather to access services at a great distance. According to Health Assessment and Research for Communities data, 67% of Coachella Valley adults have a BMI that places them in the "overweight" or "obese" category (HARC

#### 4. ADDRESSING EQUITY

2022). According to the HARC, obesity merits attention as it is associated with poorer mental health outcomes and quality of life and increases the risk of a myriad of diseases and health conditions.

To reach more of the desert communities, UCCE will continue to provide education and PSE services with ECE sites in the Desert Sands Unified School District, and elementary schools in the Coachella Valley Unified School District. UCCE will continue to provide direct and indirect education at the DPSS Offices in Indio and Cathedral City. The Catholic Charities of San Bernardino & Riverside Counties Resource Center in Coachella provides extensive resource and referral support to community residents. CC also provides pantry PSE support and education services in North Shore and Mecca. As new partnerships arise, LHD also plans to provide CalFresh activities and PSE support throughout communities in eastern Coachella Valley.

If Blue Zone funding is approved in Riverside County, additional resources will be leveraged to coordinate deeper engagement and implementation strategies especially for Mead Valley, Banning and Coachella communities.

##### **Audiences for Concentrated Efforts:**

At Alessandro High School Life-Works Program in Hemet, the LHD will continue efforts with school curriculum specialists and the CalFresh Healthy Living Curriculum Modification process in adapting nutrition education curriculum, to offer nutrition education and skill-building opportunities for people with cognitive disabilities. In partnership with UC Master Gardeners, the LHD plans to implement garden-based PSE strategies with the inclusion of children and adults with physical and spectrum-related disabilities.

UCCE will continue to service at-risk youth and teens at continuation high schools, and seek opportunities for engagement in social justice & equity with Youth-led Participatory Action Research (YPAR), and may pilot an Adult PAR leadership project (Our Voice). YPAR is designed to empower youth and center youth voices in PSE change interventions and community leadership.

LHD will work with several college campuses to implement, improve or expand food pantry and garden access and awareness, increasing healthy food selection and availability to students and families. Education opportunities will include skill building in shopping, preparing and storing food, and gardening, along with promotion of basic need resources and CalFresh, WIC and other support programs.

OOA will continue to serve older adults within the senior meal and senior center environment throughout Riverside County, including nutrition education, physical activity opportunities and promotion of farmers markets. Riverside County is home to several tribal communities throughout the central and eastern region. The LHD and UCCE will continue their efforts to work in nutrition education, garden-based skills development and PSE efforts with low-income tribal communities such as Torres-Martinez Reservation, Morongo Band of Mission Indians, and Soboba Band of Luiseno Indians.

UCCE will continue to provide direct and indirect education and PSE services at Community Settlement Association (CSA) and Riverside Faith Temple (RFT) in the underserved community of Eastside Riverside. At CSA, UCCE reaches recent immigrants and undocumented populations. UCCE also services RFT, an African American faith-based organization reaching their Bruised But Not Broken Family Resource Center participants on site.

CCSBRIV has a unique ability and important role of integrating the CalFresh Healthy Living program into an array of related social services that are provided by the local agency as a whole. This enables CC to serve clients holistically through a case management approach, to address the root causes of health issues related to social determinants and equity, and to support wellness and improved quality of life for Riverside's most underserved and vulnerable populations. Resource Centers are located in Riverside and Coachella Valley, as well as Food Assistance/Pantries in Mecca, Northshore, as well as Riverside and Coachella Valley.

Educational activities will be evidence-based, culturally and linguistically appropriate, compassionate, trauma-informed, and participant-centered. With this approach, our programs intend to deliver relevant, person-centered education, engagement, and strategies specific to the unique needs of populations who often experience the greatest health disparities. CC educators are equipped and supported to effectively engage with vulnerable populations such as homeless, older adults, refugees, and immigrants.

**5. PARTNERSHIPS AND COLLABORATIVE EFFORTS [THIS CAN INCLUDE THE COUNTY NUTRITION ACTION PLAN (CNAP) PARTNERS OR COMPARABLE PARTNERS AND COALITIONS YOU PARTICIPATE IN OR CONVENE]**

**5A. CNAP (OR COMPARABLE) NAME**

Riverside County Nutrition Action Partnership

Riverside County CNAP is coordinated by a workgroup of all four SNAP-Ed agencies, in partnership with WIC and DPSS. CNAP meetings are hosted on a quarterly basis as a forum of countywide partners invested in health, nutrition and physical activity related efforts. Key partners in regular attendance include health insurance providers, waste resources, environmental health, school districts, elected representatives, non-profit organizations, cities and jurisdictional partners, recreation and youth programs.

**CNAP Vision:** Riverside County: A healthy community where everyone has access to nutritious foods and lives an active lifestyle. **Mission:** Work collectively with colleagues in other United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) programs and affiliated organizations to develop long-term strategies for community health. **Goal:** To increase consumption and access to healthy foods and beverages and to promote physical activity for the support of healthy eating and active living environments through collaboration to address obesity and chronic disease in Riverside County.

**CNAP Key Activities:** Advise on local approaches and priorities for countywide workplan for SNAP-Ed programs and outreach for food assistance programs. Coordinate efforts in Policy, Systems and Environmental Changes. Facilitate communication and services amongst multiple agencies. Establish sustainable partnerships to inform and mentor each other.

**CNAP Focus Areas:** Provide infrastructure for food recovery and distribution. Provide nutrition education about healthy food options and food waste prevention for various populations. Provide awareness and resources on impact of food security and how it can mitigate poverty.

**Other Coalitions and Collaboratives:**

Riverside County Health Coalition is hosted by RUHS Public Health, under the leadership of the Epidemiology and Health Equity Branch. This coalition connects key stakeholders throughout the region on health initiatives, data and research, and visioning for future county health goals. The next County Health Improvement Plan is currently under revision, in streamlining goals and objectives for public health services. This health coalition also strives to communicate funding opportunities, strategize coordinated approaches for attracting investment, build capacity for PSE change and program support, and promote training and development activities with partners. RCHC endeavors to address social determinants of health, boost health equity efforts towards social justice, and streamline partners to provide whole person healthcare and wrap-around services that meet basic needs of Riverside County residents.

Quad County Collaborative (QCC) is a southern California network group for school nutrition professionals. Coordinated by No Kid Hungry / Share Our Strength and four county CNAP leaders. This workgroup was organized out of emergency coordination during COVID response and continues to sustain local nutrition directors with legislation, advocacy, funding and PSE support. This ongoing partnership provides a venue with transparency and safety for internal problem-solving and best practice sharing amongst peers. Common discussions include summer meals planning, local purchasing, wellness policy updates, industry shortages and supply chain, staffing challenges, funding opportunities, and local partnerships that can be leveraged for greater awareness of the inherent value of school food service programs.

The LHD is a member of the Public Health Alliance of Southern California's "Healthy Food Systems Work Group", seeking to improve health outcomes in Southern California by collaborating to advance upstream solutions for food and nutritional security. Food systems are a foundational element for elevating equitable actions to uplift whole-person and community health. Food equity is deeply connected to climate equity, sustainability, community connection, and educational outcomes. Since 2022, The Healthy Food Systems Work Group is focusing on improving health outcomes and reducing healthcare costs through food security and nutritional support through

## 5. PARTNERSHIPS AND COLLABORATIVE EFFORTS [THIS CAN INCLUDE THE COUNTY NUTRITION ACTION PLAN (CNAP) PARTNERS OR COMPARABLE PARTNERS AND COALITIONS YOU PARTICIPATE IN OR CONVENE]

the implementation of CalAIM. Beyond food security, they are working towards systemic change by incorporating mental health, maternal and birth equity, and sustainability as core foundations of food delivery and nutritional support as a strategy to make communities healthier for all.

Riverside County Tobacco Control Project is a key partner in addressing jurisdictional policy and community concerns regarding housing, retail and air quality, in efforts to reduce barriers to access and adopt sustainable healthy eating and physical activity behaviors.

## 6A. NEEDS ASSESSMENT AND FINDINGS

Riverside County is the fourth largest county in California (over 7,000 square miles), and the tenth most populous county in the nation, with a population exceeding 2.5 million residents. In terms of demographics, 56% of county residents identify as White, 52% identify as Hispanic/Latino, 6.6% identify as Black/African American, and 1.1% identify as American Indian/Alaska Native. Of the 2.5 million residents, 30.5% live less than 185% below the Federal Poverty Level (FPL), with children 17 and under having the highest percentages within groups. Among residents living below the FPL, 20.8% identified as American Indian/Alaska Native, 17.5% as Black or African American, 16.7% were Hispanic or Latino, and 18.2% identified as some other race. Riverside County is home to 12 Sovereign Native American tribes. UC Cooperative and RUHS Public Health will continue partnerships with qualifying Native American tribes.

Among Riverside County residents, 47% of children <6 years of age and 30.5% of all county residents are eligible for SNAP-Ed. However, of the 30.5% SNAP-Ed eligible, only 43% (312,013) participate in CalFresh, according to the 2023 Riverside County SNAP-Ed profile. Out of the 453 census tracts in Riverside County, 66 (14.6%) are SNAP-Ed eligible, where more than 50% of residents live below 185% of the FPL. Our agencies coordinate with local Department of Public Social Services outreach staff to provide encouragement and guidance to residents in applying for all DPSS programs they may be eligible for.

Of the 501 public and charter schools in Riverside County, 443 (88.4%) meet SNAP-Ed eligibility ( $\geq 50\%$  FRPM Enrollment) and 70.7% of all students in Riverside County are eligible for the Free and Reduced-Price Meal program in 2022-2023. An estimated 12% of all residents live below poverty level with an overall food insecurity rate of 9.7% and a child food insecurity rate of 16.3% in Riverside County (SHAPE Riverside County). School efforts will be prioritized by UC Cooperative and RUHS Public Health, with a balance of education and PSE supports to maximize impact within school districts.

According to the poverty characteristic (200% federal poverty level) in the Healthy Places Index 2.0 (HPI 2.0), which is an index score (0-100) of all California census tracts, there are "pockets" of geographical disparities observed within Riverside County. Communities with a low HPI poverty score are more vulnerable to poor health outcomes compared to higher scoring communities. Cities and unincorporated areas with a low HPI poverty score include; Mecca/North Shore (1.3), Whitewater/Cabazon (2.0), Oasis (3.7), Thermal (4.3), Thousand Palms (7.3), Desert Hot Springs (7.8), Romoland (8.4), Mead Valley (9.2), Banning (11.6), Hemet (12.5), Coachella (13.9), East Hemet (15.2), Homeland (17.9), San Jacinto (19.5), Perris (20.0), and Home Gardens (22.2). Collectively, all four agencies will seek to reach these communities with CalFresh Healthy Living services and invite unfunded partners to join in our community outreach efforts.

In Riverside County, the top three causes of deaths between 2020-2021 were heart disease, cancer, and COVID-19.

## 6A. NEEDS ASSESSMENT AND FINDINGS

Heart disease remained the leading cause of death for Black, Asian, and White individuals during the pandemic. According to the SNAP-Ed County Profile, 32.3% of SNAP-Ed eligible adults have been diagnosed with high blood pressure, 6.1% with heart disease, and 14.2% with diabetes - which are slightly higher than the averages for adults of all incomes within the county. The total cardiovascular disease death rate among all Riverside County residents is higher than both the state and national average (442.8 per 100,000 individuals vs 380.2 per 100,000 in California, and 422.4 per 100,000 nationally) (ncccd.cdc.gov). The rate for Black/African American individuals is particularly high at 660 per 100,000 individuals.

Additionally, the most recent study from UCLA's Center for Health Policy Research (2021) shows that 19.8% of adults who were surveyed in Riverside County were told they have pre- or borderline diabetes. Disproportionate rates of diabetes were seen among Black/African American individuals, who make up 21% of individuals with diabetes, despite only being 6.6% of the county population. These chronic diseases are preventable by changing health behaviors such as physical inactivity, poor diet, and tobacco use. Participating in physical activity can help manage weight, which may result in a reduced risk or severity of chronic disease. One of our workplan priorities is to promote physical activity especially with young children, teens, and older adults. This priority aligns with Objective D from the Office on Aging (OoA) Area Plan for older adults to provide information, education, and programming that encourages adults to remain active, social, and engage in activities that promote healthy aging (pg69).

According to the California Health Interview Survey (CHIS), 40.6% of adults in Riverside County have an income less than 200% of the FPL. In addition, in 2021, the OoA conducted two different types of needs assessments for older adults. 35% of respondents surveyed for the Community Needs Assessment indicated that they earned less than \$15,000 per year. Additionally, 26% of respondents to the Nutrition Assessment Survey indicated that they earned less than \$13,000 per year. Also, 22% of those who called the OoA Call Center needed help with food (pg 64). This objective for older adults is a priority. Collaboration with other agencies is essential to accomplish the objective and further details on the plan are in section B of the IWP.

Among SNAP-Ed eligible children between the ages of 2-17 in Riverside County, 89.2% reported that they were sedentary for two or more hours a day. In addition, only 33% of SNAP-Ed eligible adults regularly walked for transportation, fun or exercise. In Riverside County, 69.4% of SNAP-Ed eligible adults are overweight or obese while 19.7% of children (2-11 years) are overweight for their age, and 45.7% of teens (12-17 years) are overweight or obese. Among SNAP-Ed eligible adults, 68.3% can always find fruits and vegetables in their neighborhood; however, only 39.1% of SNAP-Ed eligible adults can always find affordable fruits and vegetables in their neighborhood. Only 23.3% of children and adolescents (2-17 years) consumed five or more servings of fruits per day. Of Riverside County residents living 200% below the FPL 37.1% reported experiencing food insecurity during 2019-2020 (SNAP-Ed County Profiles-Riverside, 2018).

According to California Policy Lab, 12.7% of community college students in the Inland Empire region (Riverside and San Bernardino Counties) are enrolled in CalFresh (FY2020). In comparison to other regions across California, the Inland Empire ranks third in college-attende CalFresh participation, indicating a high need for college students in addressing food security and other basic needs for successful completion of their educational programs and self-sufficiency towards their career. Within the UC system, UC Riverside ranks the lowest in CalFresh participation, with only 7.8% of students enrolled. Considering demographics and student need, UC Riverside has expressed interest in increasing awareness of CalFresh, WIC and other supportive programs on campus to increase application rates. A high percentage of enrolled participants are first-generation college students, parents of young children and/or Black, Hispanic or Asian. RUHS Public Health plans to support greater connectivity and reduce stigma for students and families in meeting their nutritional needs through college pantries, gardens, CalFresh and WIC partnership, and other innovative campus efforts in addressing basic needs.

Education and income generally correlate with better access to resources such as healthy foods, knowledge of healthy food choices, recreational facilities, and health care. In addition to the SNAP-Ed nutrition program,

## 6A. NEEDS ASSESSMENT AND FINDINGS

Riverside County residents have access to learning about healthy eating and active living through participation in other programs such as the Women, Infants and Children (WIC) program, Expanded Food and Nutrition Education Program (EFNEP) and Safe Routes to School. Riverside County is proposing a multiyear Blue Zones Implementation Project, which could draw significant funding and key organizational leaders to brainstorm expansion of local health efforts and vision for jurisdiction-level PSE change. Future Blue Zone implementation projects will be prioritized, leveraging partnership capacity and influence to drive PSE change within communities, organizations and schools in the upcoming workplan period. The Riverside County WIC program serves on average 70,000 participants per month at 21 WIC sites, 10 of which are co-located with the RUHS-Medical Clinics, which are Federally Qualified Health Centers. WIC participants and low-income seniors can participate in the Farmers Market Nutrition Program (FMNP) and receive coupons to redeem at participating Certified Farmers' Markets promoting locally grown produce, increasing access and consumption of fruits and vegetables. Nearly every farmers market in Riverside County currently offers a Market Match program and accept WIC & EBT, and several new markets are in planning processes with community leaders.

## 7. INTERVENTION AND EVALUATION PLAN NARRATIVE EXECUTIVE SUMMARY

Over the next three years, the four LIA partners and the LHD subcontractors will address policy, systems and environmental (PSE) change strategies in four domains. Interventions will support PSE strategies through assessment, community engagement, coordination and collaboration, training and technical assistance and nutrition education, both direct and indirect. LHD will leverage existing social media channels to support statewide initiatives, including reduction of sugary beverages and Rethink Your Drink promotions. The information gathered in the jurisdiction description assisted the LIA partners in identifying the communities with the greatest need for interventions. Our LIA's will focus in servicing areas of the county with low HPI poverty scores, especially within Catholic Charity resource centers, senior centers and schools.

**LIVE:** UCCE will be working where SNAP-Ed Families LIVE (Community Organizations, Faith-Based Centers, and Indian Reservations settings). UCCE will be working in at least two community-based locations. We plan to engage the UC Master Gardeners to work on starting/maintaining community gardens, and provide direct/indirect education to youth and adults. Our goals are to increase access and consumption of fresh produce, and to teach SNAP-Ed participants to grow their own food. UCCE has funding to implement a youth participatory action research project, and will build on opportunities to promote youth engagement in the next three years.

**LEARN:** UCCE, LHD and LHD subcontractors, and CCC will work collaboratively to provide interventions where SNAP-Ed families LEARN (ECE, School K-12, and Family Resource Center settings). LHD and UCCE will focus on ECE sites in qualifying communities. LHD will provide PSE support for daily quality physical activity (PA) and access to PA opportunities. Preschool sites will be supported for more active play with stencils, gardens, water access and appeal and wellness policies. UCCE will build on their relationship with Desert Sands Unified ECE. They will support implementation of nutrition standards and structured quality PA by providing nutrition education and CATCH ECE, and support wellness policies.

For K-12, UCCE, LHD and LHD subcontractors will coordinate their services for the broadest and deepest reach possible. At the school districts where both LIAs are present, LHD will focus on elementary level while UCCE focuses on secondary. LHD will provide PSE support for behavioral economics, access to healthy foods, daily quality PA and school wellness policies. LHD will work on healthy food access, reduced consumption of sugar-sweetened beverages, along with active play by improving the quality of physical activity during PE and/or recess. Complementary efforts will be provided in stencils, water access & appeal and school wellness policy. UCCE will provide PSE support for Smarter Lunchrooms, school gardens, and school wellness policies to support implementation of nutrition standards. UCCE will pilot supporting one elementary school by providing evidence-based garden-enhanced and/or nutrition education and support PSE initiatives. Potentially, LHD would like to

## 7. INTERVENTION AND EVALUATION PLAN NARRATIVE EXECUTIVE SUMMARY

support an elementary school pantry in planning, development or expansion, including nutrition education messages, when partnership opportunities arise.

At family resource centers, CCC will provide PSE support for nutrition standards, access to physical opportunities, gardens and water access & appeal at Resource Centers.

**SHOP:** CCC and LHD will work collaboratively to provide interventions where SNAP-Ed families SHOP (Food Assistance sites - Food Banks or Pantries settings). Our agencies will focus on food pantries in communities with low HPI poverty scores, and network frequently with FIND and Feeding America Food Banks to respond to pantry needs and innovative programs and grant opportunities. LHD will provide PSE support for behavioral economics and access to healthy foods, specifically concentrated in schools and colleges. LHD will also continue implementation and expansion of "Food Rx" with RUHS Federally Qualified Health Centers for food box distributions to address food insecurity. LHD will also seek inclusion in the expansion of emerging medically supported food and meal prescription programs in collaboration with CalAIM partners. In places that distribute food, LHD will work on interior signage, promotion, healthy procurement, and product placement strategies. Our goal is to increase food quality, variety, increase fresh produce selection, and implement client choice where feasible. CCC will provide direct education classes while LHD and CCC will offer indirect education to pantry recipients with print materials and recipe cards. Complementary efforts will be provided in food pantry policies and school food recovery and redistribution. CCC and LHD will implement the Nutrition Pantry Program (NPP) standards at food distributions and pantries. Moreover, to address food insecurity we plan to work with other CNAP members to increase awareness of the available resources to assist these families to become food secure. We will continue our partnerships with DPSS, WIC and CAP to promote additional basic need resources, including food, medical and utility assistance.

**EAT:** OOA will provide interventions where SNAP-Ed older adults eat (Congregate Meal Sites/Senior Nutrition Center settings). OoA will teach classes from the Nutrition 5 series to promote eating healthy and physical activity. In addition, Bingocize, an evidence-based curriculum, will be taught at desert locations. Bingocize will help promote socialization, reduce fall risk, and increase physical activity. OoA intends to reach 250 clients each year. We will continue to collaborate with a local certified farmers' market manager or vendor to provide PSE support for healthy eating and promote Senior Nutrition Farmers' Market coupons.

**Evaluations:** Evaluation will be conducted by all four LIA's, according to state provided evaluation and assessment requirements. At K-12 school sites, UCCE and LHD subcontractors will implement robust IOE projects, and SLAQ assessments where required. In addition UCCE will use various youth (4 grade +) and adult evaluation tools (pre/post surveys), including needs assessments such as Smarter Lunchrooms Movement pre/post scorecards, Smarter Mealtimes pre/post scorecards along with garden, physical activity, and YPAR assessments. UCCE will implement formative, process and outcome evaluations during FFY 24-26. Formative evaluation will allow UCCE to assess participant needs and will include: Teacher Observation Tool, the Teacher Tasting Tool, and participant feedback surveys. CCC will implement single session Intent to Change evaluation tools. At Food Distribution sites, CCC and LHD will administer Nutrition Pantry Program assessments, and encourage use of pantry education materials, signage, and PSE toolkits. LHD will continue administering adult series evaluations with CDPH and NPI guidance.

Other data and evaluation will include PEARS, success stories, site level assessments and individual surveys.

### Legend:

Revision = Underline Font (Highlighted)

~~Removed~~ = Strikethrough Font

**DOMAIN: LEARN \ PSE SETTING: EARLY CARE AND EDUCATION FACILITIES**

| DOMAIN  | PSE SETTING   | STRATEGIES   | SUB-STRATEGIES   |
|---|---|--|--|
| <ul style="list-style-type: none"> <li>LEARN</li> </ul> | <ul style="list-style-type: none"> <li>Early Care and Education Facilities</li> </ul> | <ul style="list-style-type: none"> <li>Daily Quality Physical Activity</li> <li>Nutrition Standards</li> <li>Behavioral Economics</li> </ul> | <ul style="list-style-type: none"> <li>Water Access and Appeal</li> <li>Nutrition Standards: Early Childcare and Education</li> <li>Physical Activity in Early Care and Education (Children age 0-4)</li> <li>Stencils</li> <li>Places that Serve Food &amp; Beverages</li> <li>Gardens</li> </ul> |

| TARGET POPULATION |
|-------------------|
| 4 Years and Under |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3   |
|---|---|---|---------------------------|---|---|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Impact/Outcome</u><br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING  |
|--|---|
| Provide evidence-based nutrition education and physical activity promotion by educators, directly or through train-the-trainer model for teachers and aides, for children at 11 ECE sites, reaching approximately 800 children over 3 years. Include nutrition education that targets consumption of water in place of sugary beverages. Where possible, complement nutrition education with taste testing of fruits and vegetables served at ECE sites. <ul style="list-style-type: none"> <li>LHD = 2 sites, 100 children</li> <li>UCCE = 9 sites (DSUSD ECE &amp; CVUSD), 700 children</li> </ul> | Early Care and Education Facilities (includes child care centers and day care homes as well as Head Start, preschool, and pre-kindergarten programs)<br>Schools (K-12, Elementary, Middle, and High)<br>USDA Summer Meal sites<br>WIC Clinics |

| CURRICULUM  | LIA PARTICIPATION  |
|---|--|
| Go, Glow, Grow (PreK-K)                           | <input checked="" type="checkbox"/> UCCE   |
| CATCH - Activity Box (Grades Pre-K, K-5, 6-8)     | <input checked="" type="checkbox"/> UCCE   |
| CATCH (Pre-K, K-5, 6-8) Nutrition Curricula       | <input checked="" type="checkbox"/> UCCE   |
| Grow It, Try It, Like It                          | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| Sports, Play & Active Recreation for Kids (SPARK) | <input checked="" type="checkbox"/> LHD  |
| PILOT - Learn It, Grow It, Taste It!              | <input checked="" type="checkbox"/> UCCE   |
| PILOT - Testing New Curriculum                    | <input checked="" type="checkbox"/> UCCE   |



| CURRICULUM   | LIA PARTICIPATION                        |
|--|--|
| TWIGs: Teams with Inter-Generational Support (K-8) | <input checked="" type="checkbox"/> UCCE |
| Color Me Healthy                                   | <input checked="" type="checkbox"/> LHD  |
| Early Childhood Learn, Grow, Eat & Go!             | <input checked="" type="checkbox"/> LHD  |

| EVALUATION TOOL DOCUMENTATION  |
|--|
| LHD: Teacher feedback surveys - after series (locally developed)<br>UCCE: Teacher Observation Tool (TOT), Pre-K Taste Testing Tool (TTT) |

| TARGET POPULATION |
|-------------------|
| 18 to 59 Years    |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3   |
|---|---|---|---------------------------|---|---|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING  |
|--|---|
| <p>Provide evidence-based nutrition education designed to increase knowledge of and/or skills in (not just awareness of) healthy eating, food resource management and active living for ECE parents or other adults at ECE sites. Where possible, include knowledge/skills in parent-child feeding practices and physical activity promotion. Estimated reach of 150 adults over three years.</p> <p>UCCE = 50 adults (DSUSD ECE &amp; CVUSD)<br/>LHD = 100 adults</p> | <p>Early Care and Education Facilities (includes child care centers and day care homes as well as Head Start, preschool, and pre-kindergarten programs)<br/>Schools (K-12, Elementary, Middle, and High)<br/>Food assistance sites, food banks, and food pantries<br/>Adult education, job training, temporary assistance for needy families (TANF), and veteran services sites<br/>Schools (colleges and universities)<br/>WIC Clinics</p> |

| CURRICULUM   | LIA PARTICIPATION  |
|--|--|
| Healthy, Happy Families                            | <input checked="" type="checkbox"/> UCCE   |
| Plan, Shop, Save and Cook                          | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| UCCE Connects to You!                              | <input checked="" type="checkbox"/> UCCE   |
| TWIGs: Teams with Inter-Generational Support (K-8) | <input checked="" type="checkbox"/> UCCE   |
| Eatfresh.org Mini-Course                           | <input checked="" type="checkbox"/> UCCE   |
| MyPlate for My Family Education Toolkit            | <input checked="" type="checkbox"/> LHD  |
| Nutrition 5 Class Series                           | <input checked="" type="checkbox"/> LHD  |

| CURRICULUM                                   | LIA PARTICIPATION                        |
|--|--|
| Eating Smart, Being Active                   | <input checked="" type="checkbox"/> UCCE |
| Spotlight Education (UCCF Restricted Access) | <input checked="" type="checkbox"/> UCCE |
| Eat Healthy, Be Active Community Workshops   | <input checked="" type="checkbox"/> UCCE |
| Food Smarts for Adults                       | <input checked="" type="checkbox"/> LHD  |
| Around the Table: Nourishing Families        | <input checked="" type="checkbox"/> LHD  |

| EVALUATION TOOL DOCUMENTATION   |
|---|
| UCCE: Plan, Shop, Save, Cook pre/post<br>Intent to Change survey<br>FBC<br>Adult TTT<br>Adult Qualitative Feedback Survey<br>LHD: Adult Survey (for all series classes) |

| ALL OTHER ACTIVITY CATEGORY |
|-----------------------------|
| ASMT - Assessment           |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3  |
|---|---|---|---------------------------|---|--|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION  |
|--|
| PRE: Over three years, assess 8 ECE sites on their readiness, environment and client-need for physical activity, water access & appeal, and stencil PSE sub-strategies, Smarter Mealtimes (SMT), as well as nutrition standards, eating space and wellness policy.<br>POST: Over three years, re-assess 8 ECE sites.<br>UCCE: Smarter Mealtimes pre/post scorecard assessments |

| RESOURCES / MATERIALS   | EVALUATION TOOL DOCUMENTATION  |
|---|--|
| LHD & UCCE: ECE Site Level Assessment Questionnaire (SLAQ), Smarter Mealtime Scorecard or other assessment tool | ECE SLAQ, Smarter Mealtime Scorecard, or other assessment tool results |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (a) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| Identify a minimum of 8 ECE champions (ECE teachers, parents, and/or ECE site staff) and present assessment results. Educate them on the benefits of eating a balanced diet aligned with Dietary Guidelines for Americans and the importance of structured physical activity in ECE settings. Engage champions in planning, implementation and maintenance of ECE sub-strategies. |

| RESOURCES / MATERIALS  | EVALUATION TOOL DOCUMENTATION                 |
|--|---|
| LHD & UCCE: Site Level Assessment Questionnaire, Smarter Mealtime Scorecard or other assessment tool results | Meeting agendas and/or notes<br>Sign-in sheet |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (b) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION  |
|--|
| Identify at least two key decision-makers (ECE director, ECE administrators, First 5 and/or childcare councils) and present priority assessment results and educate on the benefits of structured and unstructured PA in ECE settings. Leverage relationships and generate support for existing work and/or additional work to improve ECE settings, including policy/system changes for food and beverages served, sold, or distributed in ECE such as classroom party, fundraising etc. and more opportunity for structured physical activity sessions and increased the time allocated for such sessions or more play time. |

| RESOURCES / MATERIALS   | EVALUATION TOOL DOCUMENTATION                 |
|---|---|
| LHD & UCCE: Site Level Assessment Questionnaire (SLAQ), Smarter Mealtime Scorecard or assessment tool results | Meeting agendas and/or notes<br>Sign-in sheet |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (c) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| Engage community members by gathering community feedback and input on the needs and desires in relation to nutrition standards, physical activity, wellness policy, water access and appeal, and Smarter Mealtimes. |

| RESOURCES / MATERIALS | EVALUATION TOOL DOCUMENTATION |
|-----------------------|-------------------------------|
| N/A                   | N/A                           |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (d) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| Engage ECE partners with common goals to leverage relationships, support and/or funding opportunities. Share activity programming, assessment results, successes and/or barriers. |

| RESOURCES / MATERIALS | EVALUATION TOOL DOCUMENTATION                 |
|-----------------------|---|
| N/A                   | Meeting agendas and/or notes<br>Sign-in sheet |

| ALL OTHER ACTIVITY CATEGORY   |
|---|
| C&C - Coordination and Collaboration: Partnerships & Coalitions (a) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION  |
|--|
| Establish and/ or maintain relationships with funded and unfunded partners such as UC Master Gardener Program in Riverside County (UCCE & LHD), Riverside County Office of Education (LHD), First 5, Consortium for Early Learning Services (LHD), WIC (LHD) and others. Work towards unified and coordinated approaches that support ECE sites with physical activity and healthy eating integration. |

| RESOURCES / MATERIALS | EVALUATION TOOL DOCUMENTATION                |
|-----------------------|--|
| N/A                   | Meeting agenda and/or notes<br>Sign-in sheet |

| ALL OTHER ACTIVITY CATEGORY   |
|---|
| C&C - Coordination and Collaboration: Partnerships & Coalitions (b) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**

Promote, support, implement and/or guide policy, systems and environmental change around stencils, active free play, and water access & appeal.

**RESOURCES / MATERIALS**

SNAP-Ed approved materials

**EVALUATION TOOL DOCUMENTATION**

Meeting agenda and/or notes  
Sign-in sheet

**ALL OTHER ACTIVITY CATEGORY**

IE - Indirect Education (Promotion)

| FFY 2024                                 | FFY 2025                                 | FFY 2026                                 | EVAL TYPE 1    | EVAL TYPE 2      | EVAL TYPE 3    |
|--|--|--|----------------|------------------|----------------|
| <input checked="" type="checkbox"/> LHD  | <input checked="" type="checkbox"/> LHD  | <input checked="" type="checkbox"/> LHD  | <u>Process</u> | <u>Formative</u> | <u>Impact/</u> |
| <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | (PEARS)        |                  | <u>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**

Promote, support and reinforce DE messages consistent with PSE efforts within physical activity, water access & appeal and stencils.  
Communicate through various channels such as; site-based events, flyers, posters, websites, etc. to promote physical activity and nutrition messages. Utilize indirect education strategies to engage and empower caregivers and parents to implement changes at ECE sites and at home.  
Promote FMI (if nearby), RYD and/or Healthy Snack Day Events.  
UCCE: GGG curriculum family newsletters, stickers at Walk-A-Thon events

**RESOURCES / MATERIALS**

SNAP-Ed approved materials and resources  
Potter the Otter  
Statewide Day of Action materials (RYD & Snack Day) & FMI promotional materials (if nearby)  
Go Glow Grow curriculum family newsletters  
Stickers

**EVALUATION TOOL DOCUMENTATION**

N/A

**ALL OTHER ACTIVITY CATEGORY**

TTA - Training and Technical Assistance

| FFY 2024                                 | FFY 2025                                 | FFY 2026                                 | EVAL TYPE 1    | EVAL TYPE 2                             | EVAL TYPE 3    |
|--|--|--|----------------|---|----------------|
| <input checked="" type="checkbox"/> LHD  | <input checked="" type="checkbox"/> LHD  | <input checked="" type="checkbox"/> LHD  | <u>Process</u> | <u>Formative</u>                        | <u>Impact/</u> |
| <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | (PEARS)        | <input checked="" type="checkbox"/> LHD | <u>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**

Provide training and technical assistance to ECE teachers and staff to support nutrition education and/or CATCH /SPARK physical activity, and tools and resources related to structured and unstructured physical activity in ECE setting. UCCE provide training and technical assistance to staff on the implementation of the SMT action plan, and annual GGG curriculum and SMT refresher training.

| RESOURCES / MATERIALS  | EVALUATION TOOL DOCUMENTATION     |
|--|-----------------------------------|
| SNAP-Ed approved materials and resources<br>SPARK, Junior Master Gardener Learn Grow Eat Go,<br>Color Me Healthy (LHD)<br>Go, Glow, Grow<br>Happy Healthy Me<br>Smarter Mealtimes<br>CATCH | Training agenda<br>Sign-in sheets |

**DOMAIN: LEARN \ PSE SETTING: SCHOOLS (K-12, ELEMENTARY, MIDDLE, HIGH)**

| DOMAIN  | PSE SETTING  | STRATEGIES   | SUB-STRATEGIES  |
|---|--|--|---|
| <ul style="list-style-type: none"> <li>LEARN</li> </ul> | <ul style="list-style-type: none"> <li>Schools (K-12, Elementary, Middle, High)</li> </ul> | <ul style="list-style-type: none"> <li>Daily Quality Physical Activity</li> <li>Access to Healthy Food</li> <li>Nutrition Standards</li> <li>Behavioral Economics</li> </ul> | <ul style="list-style-type: none"> <li>Water Access and Appeal</li> <li>Gardens</li> <li>School Wellness Policy</li> <li>Places that Serve Food &amp; Beverages</li> <li>Healthy Procurement</li> <li>Physical Activity in Schools (Non-PE) (Children age 5-17)</li> <li>Nutrition Standards: Schools</li> <li>Stencils</li> <li>Food Waste Prevention, Recovery, and Redistribution</li> </ul> |

| TARGET POPULATION |
|-------------------|
| 4 Years and Under |

| FFY 2024                                 | FFY 2025                                 | FFY 2026                                 | EVAL TYPE 1     | EVAL TYPE 2   | EVAL TYPE 3  |
|--|--|--|-----------------|---|--|
| <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | Process (PEARS) | Formative<br><input checked="" type="checkbox"/> UCCE | Impact/<br>Outcome<br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING  |
|--|---|
| <p>Provide evidence-based nutrition education using UCCE or SNAP-Ed approved curricula by educators directly or through train-the-trainer model for teachers and school staff for at least 3 school sites, reaching approximately 100 students. Where possible, include nutrition education that targets consumption of water in place of sugary beverages, physical activity promotion, and/or complement nutrition education with taste testing of fruits and vegetables. UCCE will work with Transitional Kindergarten (TK) classes at 3 elementary schools in the Coachella Valley Unified School District (CVUSD). LHD will report all PreK and ECE work for children under age 5 in the LEARN: Early Childhood domain.</p> | <p>Early Care and Education Facilities (includes child care centers and day care homes as well as Head Start, preschool, and pre-kindergarten programs)</p> |

| CURRICULUM                                  | LIA PARTICIPATION                        |
|---|--|
| Go, Glow, Grow (PreK-K)                     | <input checked="" type="checkbox"/> UCCE |
| CATCH (Pre-K, K-5, 6-8) Nutrition Curricula | <input checked="" type="checkbox"/> UCCE |
| Grow It, Try It, Like It                    | <input checked="" type="checkbox"/> UCCE |

| CURRICULUM   | LIA PARTICIPATION                        |
|--|--|
| TWIGs: Teams with Inter-Generational Support (K-8) | <input checked="" type="checkbox"/> UCCE |

| EVALUATION TOOL DOCUMENTATION               |
|---|
| Teacher Observation Tool (TOT)<br>Pre-K TTT |

| TARGET POPULATION |
|-------------------|
| 5 to 7 Years      |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3  |
|---|---|---|---------------------------|---|--|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION   | PROGRAM ACTIVITY SETTING  |
|---|---|
| <p>Provide evidence-based nutrition education using UCCE or SNAP-Ed approved curricula by educators directly or through train-the-trainer model for teachers and school staff for at least 12 school sites (K-12), reaching approximately 1,700 lower elementary students. Where possible, include nutrition education that targets consumption of water in place of sugary beverages, physical activity promotion, and/or complement nutrition education with taste testing of fruits and vegetables.</p> <p>LHD: 8 schools, 1,200 students<br/>UCCE: 4 schools, 500 students (1st - 2nd grade in CVUSD, PSUSD)</p> <p>UCCE will work in Coachella Valley Unified, Palm Springs Unified (Agua Caliente) School Districts. UCCE will pilot enrolling 1 elementary school in Alvord USD.</p> <p>LHD and LHD subcontractors work mainly in elementary schools in Riverside, Corona-Norco, Riverside Valley, Perris, Val Verde, Hemet, and Moreno Valley school districts. LHD also works occasionally with K-12 schools on the Morongo and Soboba reservations.</p> <p>On occasion, UCCE and LHD may work in additional school sites, based on interest and need.</p> | <p>Before and After-School Programs<br/>Libraries<br/>Other neighborhood settings where people "live" or live nearby<br/>Other places people go to "learn"<br/>USDA Summer Meal sites<br/>Parks and Open Spaces<br/>Indian Reservations<br/>Community and Recreation Centers<br/>Gardens<br/>Individual Homes or Public Housing Sites<br/>Other places people go to "play"<br/>Schools (K-12, Elementary, Middle, and High)</p> |

| CURRICULUM  | LIA PARTICIPATION                       |
|---|---|
| Sports, Play & Active Recreation for Kids (SPARK) | <input checked="" type="checkbox"/> LHD |



| CURRICULUM   | LIA PARTICIPATION  |
|--|--|
| Nutrition Pathfinders (4-6) / Let's Eat Healthy Video Series | <input checked="" type="checkbox"/> LHD  |
| Eagle Adventure (1-3)  | <input checked="" type="checkbox"/> LHD  |
| My Amazing Body (K-1)  | <input checked="" type="checkbox"/> UCCE   |
| Good for Me and You  | <input checked="" type="checkbox"/> UCCE   |
| PILOT - Testing New Curriculum                               | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| Growing Healthy Habits (K-5)                                 | <input checked="" type="checkbox"/> LHD  |
| Learn! Grow! Eat! Go! (2-5)                                  | <input checked="" type="checkbox"/> LHD  |
| TWIGs: Teams with Inter-Generational Support (K-8)           | <input checked="" type="checkbox"/> UCCE   |
| BEPA 2.0: Be Physically Active Today (K-5th grades)          | <input checked="" type="checkbox"/> UCCE   |
| CATCH (Pre-K, K-5, 6-8) Nutrition Curricula                  | <input checked="" type="checkbox"/> UCCE   |
| Go, Glow, Grow (PreK-K)                                      | <input checked="" type="checkbox"/> UCCE   |
| Pick a Better Snack (K-3)                                    | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| CATCH (K-5) - Kids Club Manual and Activity Box              | <input checked="" type="checkbox"/> UCCE   |

| EVALUATION TOOL DOCUMENTATION  |
|--|
| LHD: Class Summary Form<br>UCCE: PARF, GGG Tracking Tool, TOT/TTT, Large Group Taste Test Tool |

| TARGET POPULATION |
|-------------------|
| 8 to 10 Years     |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3   |
|---|---|---|---------------------------|---|---|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> LHD |

| SPECIFIC ACTIVITY DESCRIPTION   | PROGRAM ACTIVITY SETTING  |
|---|---|
| Provide evidence-based nutrition education using UCCE or SNAP-Ed approved curricula by educators directly or through train-the-trainer model for teachers and school staff for at least 12 school sites (K-12), reaching approximately 1,800 upper elementary students. Where | Schools (K-12, Elementary, Middle, and High)<br>Before and After-School Programs<br>Community and Recreation Centers<br>Gardens<br>Individual Homes or Public Housing Sites |

| SPECIFIC ACTIVITY DESCRIPTION   | PROGRAM ACTIVITY SETTING  |
|---|---|
| <p>possible, include nutrition education that targets consumption of water in place of sugary beverages, physical activity promotion, and/or complement nutrition education with taste testing of fruits and vegetables.</p> <p>LHD: 8 schools, 1,600 students<br/>UCCE: 3 schools, 200 students (3-5th grade)</p> <p>UCCE will work in Coachella Valley Unified, Palm Springs Unified (Agua Caliente) School Districts. UCCE will pilot enrolling 1 elementary school in Alvord USD.<br/>LHD and LHD subcontractors work mainly in elementary schools in Riverside, Corona-Norco, Riverside Valley, Perris, Val Verde, Hemet, and Moreno Valley school districts. LHD also works occasionally with K-12 schools on the Morongo and Soboba reservations.<br/>On occasion, UCCE and LHD may work in additional school sites, based on interest and need.</p> | <p>Libraries<br/>Other neighborhood settings where people "live" or live nearby<br/>Other places people go to "learn"<br/>Other places people go to "play"<br/>Parks and Open Spaces<br/>USDA Summer Meal sites</p> |

| CURRICULUM   | LIA PARTICIPATION                        |
|--|--|
| It's My Choice...Eat Right! Be Active! (3)                   | <input checked="" type="checkbox"/> UCCE |
| TWIGs: Teams with Inter-Generational Support (K-8)           | <input checked="" type="checkbox"/> UCCE |
| PILOT - Testing New Curriculum                               | <input checked="" type="checkbox"/> UCCE |
| BEPA 2.0: Be Physically Active Today (K-5th grades)          | <input checked="" type="checkbox"/> UCCE |
| CATCH (Pre-K, K-5, 6-8) Nutrition Curricula                  | <input checked="" type="checkbox"/> UCCE |
| CATCH (K-5) - Kids Club Manual and Activity Box              | <input checked="" type="checkbox"/> UCCE |
| Sports, Play & Active Recreation for Kids (SPARK)            | <input checked="" type="checkbox"/> LHD  |
| Jr Master Gardeners (3-5)                                    | <input checked="" type="checkbox"/> LHD  |
| Nutrition Pathfinders (4-6) / Let's Eat Healthy Video Series | <input checked="" type="checkbox"/> LHD  |

**EVALUATION TOOL DOCUMENTATION**

LHD: Class Summary Form, Eating and Activity Tool for Students (EATS) Pre- & Post-survey  
 IOE project (with EATS survey) will be conducted in at least 4 school sites per year.  
 UCCE: PARF, TOT/TTT,  
 EATS pre/post  
 What Did You Learn? youth retrospective evaluation  
 Large Group Taste Test Tool

**TARGET POPULATION**

11 to 13 Years

| FFY 2024                                 | FFY 2025                                 | FFY 2026                                 | EVAL TYPE 1               | EVAL TYPE 2  | EVAL TYPE 3  |
|--|--|--|---------------------------|--|--|
| <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> UCCE | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION   | PROGRAM ACTIVITY SETTING                     |
|---|--|
| <p>Provide evidence-based nutrition education using UCCE or SNAP-Ed approved curricula by educators directly or through train-the-trainer model for teachers and school staff for at least 4 middle school sites, reaching approximately 2,000 students over 3 years. Where possible, include nutrition education that targets consumption of water in place of sugary beverages, physical activity promotion, and/or complement nutrition education with taste testing of fruits and vegetables.</p> <p>UCCE: 4 schools, 2,000 students<br/>           LHD: does not plan to provide significant middle school direct education, but may include with future subcontractor interest</p> <p>UCCE will work in the 4 middle schools in Alvord Unified, at March Middle and Tomas Rivera Middle in the Val Verde Unified and Nicolet Middle School in Banning Unified. On occasion, UCCE and LHD may work in additional school sites, based on interest and need.</p> | Schools (K-12, Elementary, Middle, and High) |

| CURRICULUM                                      | LIA PARTICIPATION                        |
|---|--|
| CATCH (Pre-K, K-5, 6-8) Nutrition Curricula     | <input checked="" type="checkbox"/> UCCE |
| CATCH (6-8) - Kids Club Manual and Activity Box | <input checked="" type="checkbox"/> UCCE |
| EatFit (6-8)                                    | <input checked="" type="checkbox"/> UCCE |
| Cooking Up Healthy Choices (4-6)                | <input checked="" type="checkbox"/> UCCE |

| CURRICULUM  | LIA PARTICIPATION                        |
|---|--|
| Exercise Your Options (6-8)   | <input checked="" type="checkbox"/> UCCE |
| PILOT - Testing New Curriculum  | <input checked="" type="checkbox"/> UCCE |
| TWIGs: Teams with Inter-Generational Support (K-8)                          | <input checked="" type="checkbox"/> UCCE |
| Youth-Led Participatory Action Research (YPAR) - Stepping Stones Curriculum | <input checked="" type="checkbox"/> UCCE |
| Up4It! Level 2 (5-6)  | <input checked="" type="checkbox"/> UCCE |

| EVALUATION TOOL DOCUMENTATION  |
|--|
| UCCE: PARF, TTT,<br>EATS pre/post<br>What Did You Learn? youth retrospective evaluation<br>Large Group Taste Test Tool<br>YPAR Retrospective Survey<br>LHD: Class summary form |

| TARGET POPULATION |
|-------------------|
| 14 to 17 Years    |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2  | EVAL TYPE 3   |
|---|---|---|---------------------------|--|---|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> UCCE | <u>Impact/<br/>           Outcome</u><br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING   |
|--|--|
| <p>Provide evidence-based nutrition education using UCCE or SNAP-Ed approved curricula by educators directly or through train-the-trainer model for teachers and school staff for at least 12 school sites (K-12), reaching approximately 1,000 students in high school. Where possible, include nutrition education that targets consumption of water in place of sugary beverages, physical activity promotion, and/or complement nutrition education with taste testing of fruits and vegetables.</p> <p>LHD: 1 school, 200 students<br/>           UCCE: 3 schools, 800 students</p> <p>UCCE will work in high schools at Alvord Unified, and Banning Unified. LHD may work in high schools in Moreno Valley, Riverside, Riverside Valley and/or Hemet school districts mainly upon request, and depending on future subcontractors.</p> | Schools (K-12, Elementary, Middle, and High)<br>USDA Summer Meal sites<br>Before and After-School Programs |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING |
|--|--------------------------|
| On occasion, UCCE and LHD may work in additional school sites, based on interest and need. |                          |

| CURRICULUM   | LIA PARTICIPATION  |
|--|--|
| Choice, Control and Change (6-8) or (9-12)                 | <input checked="" type="checkbox"/> UCCE   |
| Eatfresh.org Mini-Course                                   | <input checked="" type="checkbox"/> UCCE   |
| Hunger Attacks/Money Talks (9-12) (UCCF Restricted Access) | <input checked="" type="checkbox"/> UCCE   |
| PILOT - Testing New Curriculum                             | <input checked="" type="checkbox"/> UCCE   |
| Nourish: Food + Community                                  | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| Rethink Your Drink - High School Lessons                   | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| TWIGs: Teams with Inter-Generational Support (K-8)         | <input checked="" type="checkbox"/> UCCE   |
| High School Lesson Plans and Presentations (Drexel)        | <input checked="" type="checkbox"/> LHD  |

| EVALUATION TOOL DOCUMENTATION   |
|---|
| UCCE: PARF, TTT, EATS pre/post<br>What Did You Learn? youth retrospective evaluation<br>Large Group Taste Test Tool<br>YPAR Retrospective Survey<br>LHD: Class summary form |

| TARGET POPULATION |
|-------------------|
| 18 to 59 Years    |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3  |
|---|---|---|---------------------------|---|--|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Impact/Outcome</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING   |
|--|--|
| Provide evidence-based nutrition education activity designed to increase knowledge of and/or skills in (not just awareness of) healthy eating, food resource management and active living, where participants are actively engaged in the learning process with an educator and/or interactive media. Where possible, include nutrition education that targets consumption of water in place of sugary beverages | Adult education, job training, temporary assistance for needy families (TANF), and veteran services sites<br>SNAP offices<br>Family Resource Centers<br>Healthcare Clinics and Hospitals<br>Large Food Stores and Retailers (4+ registers) |

| SPECIFIC ACTIVITY DESCRIPTION   | PROGRAM ACTIVITY SETTING   |
|---|--|
| <p>and physical activity promotion. Estimated reach of 750 adults (over 3 years) at schools and/or other complementary non-PSE sites in the surrounding community.</p> <p>LHD: 450 adults<br/>UCCE: 300 adults (CV Adult School &amp; school parent groups)</p> | <p>Other neighborhood settings where people "live" or live nearby<br/>Other places people go to "learn"<br/>USDA Summer Meal sites<br/>Community and Recreation Centers<br/>Early Care and Education Facilities (includes child care centers and day care homes as well as Head Start, preschool, and pre-kindergarten programs)<br/>Faith-Based Centers/Places of Worship<br/>Gardens<br/>Group Living Arrangements<br/>Indian Reservations<br/>Individual Homes or Public Housing Sites<br/>Libraries<br/>Schools (K-12, Elementary, Middle, and High)</p> |

| CURRICULUM   | LIA PARTICIPATION  |
|--|--|
| Plan, Shop, Save and Cook                          | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| Spotlight Education (UCCF Restricted Access)       | <input checked="" type="checkbox"/> UCCE   |
| Choose Healthy Beverages                           | <input checked="" type="checkbox"/> UCCE   |
| Activity + Eating for Adults                       | <input checked="" type="checkbox"/> UCCE   |
| Nutrition 5 Class Series                           | <input checked="" type="checkbox"/> LHD  |
| Fresh from the Garden                              | <input checked="" type="checkbox"/> LHD <input checked="" type="checkbox"/> UCCE |
| UCCE Connects to You!                              | <input checked="" type="checkbox"/> UCCE   |
| Eatfresh.org Mini-Course                           | <input checked="" type="checkbox"/> UCCE   |
| PILOT - Testing New Curriculum                     | <input checked="" type="checkbox"/> UCCE   |
| Eating Smart, Being Active                         | <input checked="" type="checkbox"/> UCCE   |
| Eat Healthy, Be Active Community Workshops         | <input checked="" type="checkbox"/> UCCE   |
| TWIGs: Teams with Inter-Generational Support (K-8) | <input checked="" type="checkbox"/> UCCE   |
| MyPlate for My Family Education Toolkit            | <input checked="" type="checkbox"/> LHD  |
| Food Smarts for Adults                             | <input checked="" type="checkbox"/> LHD  |
| Around the Table: Nourishing Families              | <input checked="" type="checkbox"/> LHD  |

| CURRICULUM                      | LIA PARTICIPATION                       |
|---------------------------------|---|
| Food Smarts for Waste Reduction | <input checked="" type="checkbox"/> LHD |

| EVALUATION TOOL DOCUMENTATION  |
|--|
| UCCE: Plan, Shop, Save, Cook pre-post / Intent to Change tool, FBC, Adult Qualitative Feedback, TTT<br>LHD: Adult Survey Tool (for any nutrition series with adults) |

| ALL OTHER ACTIVITY CATEGORY |
|-----------------------------|
| ASMT - Assessment           |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3   |
|---|---|---|---------------------------|---|---|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION  |
|--|
| <p>Conduct pre/post assessment to determine readiness, environment and client-need of school site and/or district in relation to nutrition standards, wellness policy, adherence to food assistance programs (National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, and Fresh Fruit and Vegetable Program, etc.), physical activity, school gardens, water access, cafeteria process, stencils, access to healthy food and availability of locally grown produce.</p> <ul style="list-style-type: none"> <li>• UCCE (5 sites)</li> <li>• LHD (5 sites)</li> </ul> <p>LHD will conduct pre/post test assessment with adults, as part of every adult direct education series.<br/>UCCE: SLAQ, School Garden Assessment Tool, SLM pre/post scorecard</p> |

| RESOURCES / MATERIALS  | EVALUATION TOOL DOCUMENTATION                     |
|--|---|
| UCCE will use Site Level Assessment Questionnaire (SLAQ), Smarter Lunchroom Scorecard, YPAR Retrospective or other assessment tool<br>LHD will use Adult Survey tool for adult series classes<br>SLAQ<br>Food Behavior Checklist<br>SoPlay and/or Active Recess Assessment | Site-level assessment or other assessment results |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (a) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2  | EVAL TYPE 3  |
|---|---|---|---------------------------|--|--|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> UCCE | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> UCCE |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| Identify at least 20 champions (teachers/site representatives and/or involved parents or students) and present assessment results from school questionnaires or evaluation tools. Educate and engage champions in planning, implementation and maintenance of schools gardens. Use gardens to provide garden education, fresh fruit and vegetable tasting, and increasing opportunity for healthy food access. Gardens are an environmental change strategy when they are new, expanded, reinvigorated or actively maintained. Educate on the benefits of daily physical activity, water access, Smarter Lunchrooms, food recovery and redistribution, reducing school food waste, and/or district or site-level wellness standards and policies. |

| RESOURCES / MATERIALS   | EVALUATION TOOL DOCUMENTATION              |
|---|--|
| Site Level Assessment Questionnaire, Smarter Lunchroom Scorecard or other assessment tool results | Meeting agenda, notes and/or sign-in sheet |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (b) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| Identify a minimum of 10 key decision-makers (District administrators, principals/food service directors and subject-area specialists) and present assessment results. Educate on the benefits of school gardens, daily physical activity, water access, Smarter Lunchrooms, food recovery and redistribution, reducing school food waste, and/or district or site-level wellness standards and policies. Leverage relationships to engage key leaders and gain support for existing or additional PSE efforts, training and/or coordination of partners. |

| RESOURCES / MATERIALS   | EVALUATION TOOL DOCUMENTATION              |
|---|--|
| Site Level Assessment Questionnaire, Smarter Lunchroom Scorecard or other assessment tool results | Meeting agenda, notes and/or sign-in sheet |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (c) |

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |



| SPECIFIC ACTIVITY DESCRIPTION  |
|--|
| Gather school community feedback from parents, students, teachers, and/or administrators on the needs and desires of the school community as well as facilitators and barriers related to nutrition standards in schools, daily physical activity, gardens, water access, Smarter Lunchrooms Movement, food recovery and redistribution, reducing school food waste, and/or district or site-level wellness standards and policies. Incorporate local champions and community members' vision and high priority needs into the project planning by engaging them through meetings, listening sessions, surveys, etc. |

| RESOURCES / MATERIALS  | EVALUATION TOOL DOCUMENTATION              |
|--|--|
| Site Level Assessment Questionnaire, Smarter Lunchroom Scorecard, or other assessment tool results | Meeting agenda, notes and/or sign-in sheet |

**ALL OTHER ACTIVITY CATEGORY**  
CE - Community Engagement (d)

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION  |
|--|
| Meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations and CNAP. Engage partners with common goals to leverage relationships, support and funding opportunities. Recognize school-based champions with key stakeholders and partners. |

| RESOURCES / MATERIALS  | EVALUATION TOOL DOCUMENTATION              |
|--|--|
| Site Level Assessment Questionnaire, Smarter Lunchroom Scorecard, or other assessment tool results | Meeting agenda, notes and/or sign-in sheet |

**ALL OTHER ACTIVITY CATEGORY**  
C&C - Coordination and Collaboration: Partnerships & Coalitions (a)

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| Establish, cultivate and maintain relationships with funded and unfunded partners (such as farmers/gleaners, pantries, Dairy Council, UCCE Master Gardeners, grocers, fitness experts, city departments, waste resources, environmental health, water districts, Safe Routes to School, universities, etc.) to plan and implement assessment, intervention or maintenance of training and PSE efforts for school nutrition and physical activity initiatives. Make community connections with school administrators as appropriate. Engage representatives from the school community (parents, students, teachers and/or staff) to support PSE efforts. |

| RESOURCES / MATERIALS | EVALUATION TOOL DOCUMENTATION      |
|-----------------------|------------------------------------|
| N/A                   | Meeting agenda, notes and/or email |

**ALL OTHER ACTIVITY CATEGORY**  
C&C - Coordination and Collaboration: Partnerships & Coalitions (b)

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**  
Work with CNAP partners, school wellness committees, parent or student groups, cafeteria or maintenance departments, to facilitate training and continued support/maintenance of PSE efforts.

| RESOURCES / MATERIALS | EVALUATION TOOL DOCUMENTATION      |
|-----------------------|------------------------------------|
| N/A                   | Meeting agenda, notes and/or email |

**ALL OTHER ACTIVITY CATEGORY**  
IE - Indirect Education (Promotion)

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3                      |
|---|---|---|---------------------------|------------------|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/</u><br><u>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**  
Distribute or display of information and resources that are designed to increase public awareness of SNAP-Ed and/or increase awareness of healthy eating and active living. Communicate through various appropriate channels including LHD school newsletters, health fairs, flyers, posters, nutrition corners, websites, social media, recipe cards/handouts, etc. Participate in FMI, Healthy Snack Day and RYD Day and other school-based events. Utilize indirect education strategies to engage & empower students, teachers and parents to implement changes at school and at home.

| RESOURCES / MATERIALS  | EVALUATION TOOL DOCUMENTATION  |
|--|--|
| SNAP-Ed approved materials, including CalFresh Food Assistance/WIC, Harvest of the Month, FMI, RYD and Healthy Snack Day promotional materials.<br>Pick a Better Snack resources | Community event form, event flyers, or screenshot (digital messages) |

**ALL OTHER ACTIVITY CATEGORY**  
TTA - Training and Technical Assistance

| FFY 2024  | FFY 2025  | FFY 2026  | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3                      |
|---|---|---|---------------------------|---|----------------------------------|
| <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <input checked="" type="checkbox"/> LHD<br><input checked="" type="checkbox"/> UCCE | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD | <u>Impact/</u><br><u>Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION  |
|--|
| Provide training and/or technical assistance to school teachers, food service staff, maintenance/custodial staff, students, volunteers, parent ambassadors, and/or before and after school staff at 15 school sites to support nutrition education and physical activity promotion. Where possible, provide training and technical assistance in behavioral economics, SLM and school garden including youth engagement. Offer nutrition and physical activity training for utilization of SNAP-Ed approved curricula and materials; including SPARK (LHD), CATCH, BEPA 2.0 (UCCE) and other methods of PSE support for student learning and engagement. |

| RESOURCES / MATERIALS                    | EVALUATION TOOL DOCUMENTATION               |
|--|---|
| SNAP-Ed approved curricula and materials | Training agenda, sign-in sheet and/or email |

**DOMAIN: SHOP \ PSE SETTING: FOOD ASSISTANCE SITES, FOOD BANKS, AND FOOD PANTRIES**

| DOMAIN   | PSE SETTING  | STRATEGIES   | SUB-STRATEGIES   |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>SHOP</li> </ul> | <ul style="list-style-type: none"> <li>Food Assistance Sites, Food Banks, and Food Pantries</li> </ul> | <ul style="list-style-type: none"> <li>Nutrition Standards</li> <li>Comprehensive Setting-Based Approach: Food Banks and Pantries</li> <li>Access to Healthy Food</li> <li>Behavioral Economics</li> </ul> | <ul style="list-style-type: none"> <li>Water Access and Appeal</li> <li>Gardens</li> <li>Nutrition Pantry Program</li> <li>Nutrition Standards: Community</li> <li>Places that Sell or Distribute Food &amp; Beverages</li> <li>Site or Organizational Wellness Policy</li> <li>Healthy Procurement</li> <li>Capacity Building for Food Distribution</li> <li>Food Waste Prevention, Recovery, and Redistribution</li> </ul> |

**TARGET POPULATION**

18 to 59 Years

| FFY 2024                                | FFY 2025                                | FFY 2026                                | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3  |
|---|---|---|---------------------------|------------------|--|
| <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/Outcome</u><br><input checked="" type="checkbox"/> CCC |

| SPECIFIC ACTIVITY DESCRIPTION   | PROGRAM ACTIVITY SETTING                             |
|---|--|
| Provide evidence based education appropriate for target population with an educator actively engaging 750 duplicated participants in the learning process at food distributions and pantries. Include nutrition education that targets consumption of water in place of sugary beverages and physical activity opportunities. When possible complement nutrition education with taste testing of fruits and vegetables, including garden yields when available. | Food assistance sites, food banks, and food pantries |

| CURRICULUM                                 | LIA PARTICIPATION                       |
|--|---|
| Eat Healthy, Be Active Community Workshops | <input checked="" type="checkbox"/> CCC |
| Food Smarts for Adults                     | <input checked="" type="checkbox"/> CCC |

| EVALUATION TOOL DOCUMENTATION |
|-------------------------------|
| Data cards<br>Sign in sheets  |

| EVALUATION TOOL DOCUMENTATION  |  |  |  |  |  |
|--|--|--|--|--|--|
| Intent to Change Cards - topics including Fast Foods, fried Foods, Food groups, Food labels, Grains, Sweeten Beverages and Physical Activity |  |  |  |  |  |

| TARGET POPULATION |
|-------------------|
| 60 to 75 Years    |

| FFY 2024                                | FFY 2025                                | FFY 2026                                | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3   |
|---|---|---|---------------------------|------------------|---|
| <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> CCC |

| SPECIFIC ACTIVITY DESCRIPTION   | PROGRAM ACTIVITY SETTING                             |
|---|--|
| Provide evidence-based education for target population with an educator actively engaging 300 duplicated participants in the learning process. Included nutrition education that targets consumption of water in place of sugary beverages and physical activity opportunities. When possible, compliment nutrition education with taste testing of fruits and vegetables and incorporate use of garden yields. | Food assistance sites, food banks, and food pantries |

| CURRICULUM                                 | LIA PARTICIPATION                       |
|--|---|
| Food Smarts for Adults                     | <input checked="" type="checkbox"/> CCC |
| Eat Healthy, Be Active Community Workshops | <input checked="" type="checkbox"/> CCC |

| EVALUATION TOOL DOCUMENTATION  |  |  |  |  |  |
|--|--|--|--|--|--|
| Data Cards<br>Sign in sheets<br>Intent to Change Cards - with topics including Food Groups, Fried foods, Breakfast, Grains, Food Labels, Sweetened Beverages and Physical Activity |  |  |  |  |  |

| TARGET POPULATION  |
|--------------------|
| 76 Years and Older |

| FFY 2024                                | FFY 2025                                | FFY 2026                                | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3   |
|---|---|---|---------------------------|------------------|---|
| <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> CCC |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING                             |
|--|--|
| Provide evidence-based education for target population with an educator actively engaging 300 duplicated | Food assistance sites, food banks, and food pantries |

| SPECIFIC ACTIVITY DESCRIPTION  | PROGRAM ACTIVITY SETTING |
|--|--------------------------|
| participants in the learning process. Included nutrition education that targets consumption of water in place of sugary beverages and physical activity opportunities. When possible, compliment nutrition education with taste testing of fruits and vegetables and incorporate use of garden yields. |                          |

| CURRICULUM                                 | LIA PARTICIPATION                       |
|--|---|
| Food Smarts for Adults                     | <input checked="" type="checkbox"/> CCC |
| Eat Healthy, Be Active Community Workshops | <input checked="" type="checkbox"/> CCC |

| EVALUATION TOOL DOCUMENTATION   |
|---|
| Sign In Sheets<br>Data Cards<br>Intent to Change Cards - with topics including Food Groups, Breakfast, Sugary Beverages, Fried Foods, Food Labels, Grains and Physical Activity |

| ALL OTHER ACTIVITY CATEGORY |
|-----------------------------|
| ASMT - Assessment           |

| FFY 2024   | FFY 2025   | FFY 2026   | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3   |
|--|--|--|---------------------------|---|---|
| <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> CCC |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| Assess readiness, environment and client-need of food pantry sites using surveys to identify facilitators and barriers for healthy food access. Assess marketing and promotion at current food distribution sites.<br>LHD: Assess two or more college-based food pantry sites with HFPAT assessment tool, to direct priorities and progress towards PSE efforts.<br>CCC: PRE: Evaluate the baseline and areas for improvement across the 6 Nutrition Pantry Program (NPP) focus areas. Assess readiness, environment and client-need of food pantry sites using surveys to identify facilitators and barriers for healthy food access. Assess readiness, environment and client-need of site/garden location in relation to the establishment and/or reinvigoration of an edible garden, nutrition standards, and water access and appeal. This could include assessment of # and types of water stations, functionality or safety of water outlets, compliance to existing standards, etc.<br>POST: Assess environment and client impact after implementation of the NPP work plan. Assess environment in relation to the edible garden and water access and appeal. Establish monitoring system to ensure compliance with agreements, policies, and/or standards implemented. |

| RESOURCES / MATERIALS  | EVALUATION TOOL DOCUMENTATION   |
|--|---|
| LHD: Questionnaires for pantry recipients (locally developed), Leah's Pantry tools | CCC - NPP Healthy Food Pantry Assessment Tool, Client Survey and Annual Work Plan |

| RESOURCES / MATERIALS   | EVALUATION TOOL DOCUMENTATION            |
|---|--|
| CCC: NPP Implementation Resources, including Healthy Food Pantry Assessment Tool, Client Survey and Annual Work Plan. | PEARS<br>LHD - HFPAT, client survey data |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (a) |

| FFY 2024   | FFY 2025   | FFY 2026   | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3           |
|--|--|--|---------------------------|---|-----------------------|
| <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD | <u>Impact/Outcome</u> |

| SPECIFIC ACTIVITY DESCRIPTION   |
|---|
| <p>CCC: Identify local influencers (NPP Ambassadors) from pantry/distribution staff and volunteers. Present assessment results and/or educate on the benefits and impact of the NPP. Leverage relationships with NPP Ambassadors to generate support for existing pantry/distribution work as well as additional work around improvement across the 6 NPP. Engage NPP Ambassadors consistently throughout planning, implementation and maintenance of the NPP. Leverage relationships with influencers to generate support for existing work and improved work regarding water access and appeal, garden involvement and use of crops during classes, community meals and distributions.</p> <p>LHD: Survey pantry recipients to improve and/or expand quality and/or variety of healthy foods and beverages distributed.</p> |

| RESOURCES / MATERIALS   | EVALUATION TOOL DOCUMENTATION  |
|---|--|
| CCC: Nutrition Pantry Program - Healthy Food Pantry Assessment Tool, Client Survey and Annual Work Plan<br>LHD: Consumer survey & Leah's Pantry tools | CCC: Healthy Food Pantry Assessment Tool, Client Survey, Annual Work Plan<br>LHD: Consumer survey results<br>PEARS |

| ALL OTHER ACTIVITY CATEGORY   |
|-------------------------------|
| CE - Community Engagement (b) |

| FFY 2024   | FFY 2025   | FFY 2026   | EVAL TYPE 1               | EVAL TYPE 2      | EVAL TYPE 3  |
|--|--|--|---------------------------|------------------|--|
| <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Process</u><br>(PEARS) | <u>Formative</u> | <u>Impact/Outcome</u><br><input checked="" type="checkbox"/> CCC |

**SPECIFIC ACTIVITY DESCRIPTION**

Educate key decision makers such as food pantry site director and lead volunteers on the benefits of improving nutrition standards, marketing and promotion of healthy foods, healthy procurement, distribution of nutrition education materials including relevant recipes, use of gardens, and water access and appeal at places that distribute food. Promote the importance of healthy site policies that include nutrition standards inclusive of healthy procurement and distribution.

**RESOURCES / MATERIALS**

Nutrition Pantry Program  
SNAP-Ed approved materials (Leah's Pantry toolkit, including recipes, posters and handouts. EatFresh.org recipes, Rethink Your Drink, MyPlate.gov)

**EVALUATION TOOL DOCUMENTATION**

CCC: Healthy Food Pantry Assessment Tool, Client Survey, Annual Work Plan  
LHD: Consumer survey results  
PEARS

**ALL OTHER ACTIVITY CATEGORY**

CE - Community Engagement (c)

| FFY 2024   | FFY 2025   | FFY 2026   | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3   |
|--|--|--|---------------------------|---|---|
| <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> LHD | <u>Impact/<br/>Outcome</u><br><input checked="" type="checkbox"/> CCC |

**SPECIFIC ACTIVITY DESCRIPTION**

Gather client, volunteer, staff and community feedback on the needs and desires related to healthy food pantries, establishing and/or reinvigorating edible gardens. Share program information and strategies for pantry improvement with pantry management and other appropriate stakeholders.

**RESOURCES / MATERIALS**

CCC: Nutrition Pantry Program Client Survey  
LHD: Consumer survey (locally developed) & Leah's Pantry tools

**EVALUATION TOOL DOCUMENTATION**

CCC: Nutrition Pantry Program Client Survey results  
LHD: Consumer survey results  
PEARS

**ALL OTHER ACTIVITY CATEGORY**

CE - Community Engagement (d)

| FFY 2024   | FFY 2025   | FFY 2026   | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3                |
|--|--|--|---------------------------|---|----------------------------|
| <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> CCC | <u>Impact/<br/>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**

Meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders. Engage partners with common goals to leverage relationship and support potential funding opportunities.



| RESOURCES / MATERIALS   | EVALUATION TOOL DOCUMENTATION                        |
|---|--|
| Consumer survey results<br>NPP Implementation Materials<br>Resources gathered during meetings that include partners and collaborators | Consumer survey results<br>Agendas, minutes<br>PEARS |

**ALL OTHER ACTIVITY CATEGORY**  
C&C - Coordination and Collaboration: Partnerships & Coalitions (a)

| FFY 2024   | FFY 2025   | FFY 2026   | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3                      |
|--|--|--|---------------------------|---|----------------------------------|
| <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> CCC | <u>Impact/</u><br><u>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**  
Coordinate and collaborate with local partners and coalitions, including CNAP, food banks, colleges, community gardens, gleaners, churches, hospitals, schools and various non-profits. Identify and meet with appropriate partners for program planning and implementation. Establish, cultivate and maintain relationships with funded and unfunded partners to foster a collaborative approach to community gardens and food pantries.

| RESOURCES / MATERIALS                                    | EVALUATION TOOL DOCUMENTATION      |
|--|------------------------------------|
| Agendas, distributed resource materials, meeting minutes | Meeting Agenda<br>Minutes<br>PEARS |

**ALL OTHER ACTIVITY CATEGORY**  
C&C - Coordination and Collaboration: Partnerships & Coalitions (b)

| FFY 2024   | FFY 2025   | FFY 2026   | EVAL TYPE 1               | EVAL TYPE 2   | EVAL TYPE 3                      |
|--|--|--|---------------------------|---|----------------------------------|
| <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Process</u><br>(PEARS) | <u>Formative</u><br><input checked="" type="checkbox"/> CCC | <u>Impact/</u><br><u>Outcome</u> |

**SPECIFIC ACTIVITY DESCRIPTION**  
Coordinate and collaborate with local partners and coalitions, such as CNAP. Meet and work with appropriate committees and work groups engaged in planning, implementation and maintenance of food pantry PSE efforts.

| RESOURCES / MATERIALS                           | EVALUATION TOOL DOCUMENTATION         |
|---|---------------------------------------|
| Meeting agendas<br>Minutes<br>Various resources | Meeting agendas and/or notes<br>PEARS |

**ALL OTHER ACTIVITY CATEGORY**  
IE - Indirect Education (Promotion)

| FFY 2024                                | FFY 2025                                | FFY 2026                                | EVAL TYPE 1    | EVAL TYPE 2                             | EVAL TYPE 3    |
|---|---|---|----------------|---|----------------|
| <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <u>Process</u> | <u>Formative</u>                        | <u>Impact/</u> |
| <input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> LHD | (PEARS)        | <input checked="" type="checkbox"/> CCC | <u>Outcome</u> |

#### SPECIFIC ACTIVITY DESCRIPTION

Engage SNAP-Ed eligible population using indirect education strategies and channels to share healthy eating and active living information, using SNAP-Ed approved materials. Reinforce nutrition messages with signage, posters, recipes, events and/or flyers. Promote and support direct education and PSE efforts within nutrition standards, access to healthy foods, water access and appeal, and gardens.

LHD: Include skill-based learning opportunities in the college-pantry setting to assist young adults with self-sufficiency in food resource management, budgeting, shopping, cooking, gardening and food storage. Leverage social media with partners, when feasible, to expand visibility of pantry opportunities.

| RESOURCES / MATERIALS                    | EVALUATION TOOL DOCUMENTATION   |
|--|---|
| SNAP-Ed approved materials and resources | CCC: Event sign-in sheets, intake sign-in sheets<br>PEARS<br>LHD: Event & print material report forms |

#### ALL OTHER ACTIVITY CATEGORY

TTA - Training and Technical Assistance

| FFY 2024                                | FFY 2025                                | FFY 2026                                | EVAL TYPE 1    | EVAL TYPE 2  | EVAL TYPE 3    |
|---|---|---|----------------|--|----------------|
| <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <input checked="" type="checkbox"/> CCC | <u>Process</u> | <u>Formative</u>   | <u>Impact/</u> |
| <input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> LHD | <input checked="" type="checkbox"/> LHD | (PEARS)        | <input checked="" type="checkbox"/> CCC<br><input checked="" type="checkbox"/> LHD | <u>Outcome</u> |

#### SPECIFIC ACTIVITY DESCRIPTION

Provide technical assistance and training to pantry and food distribution volunteers/leaders to support PSE activities such as: purchased and donated food policies, pantry and distribution set up, complementary environment changes (e.g. gardens, signage), behavioral economics, and healthy food and beverage selection. Conduct at least seven trainings.

Provide opportunity for partner agency staff or volunteers to complete the EatFresh.org Mini Course to build basic nutrition skills.

| RESOURCES / MATERIALS           | EVALUATION TOOL DOCUMENTATION                             |
|---------------------------------|---|
| NPP resources<br>CFHL trainings | Training sign-in sheets, training feedback forms<br>PEARS |