

**AMENDMENT NUMBER 1
PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
HUMBOLDT COUNTY OFFICE OF EDUCATION
FOR FISCAL YEARS 2016-2017 THROUGH 2017-2018**

The parties, the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Humboldt County Office of Education a California government entity, hereinafter referred to as "CONTRACTOR," entered into a Professional Services Agreement which became effective on October 25, 2016 (the Agreement).

The parties now desire to amend certain provisions of the Professional Services Agreement to increase school-based nutrition education and physical activity promotion to elementary school students at four (4) low resource school sites;

NOW THEREFORE, the parties mutually agree to amend the following Sections and Exhibits as follows:

1. **DESCRIPTION OF SERVICES:** Exhibit A – Scope of Work dated October 25, 2016 is hereby amended, which is attached hereto and incorporated herein by reference. In anticipation of a Thirty Three Thousand Fifteen Dollar (\$33,015) increase in funds, CONTRACTOR agrees to increase the number school-based nutrition education services from sixty (60) classrooms to eighty-four (84) classrooms in order to reach more low-income elementary students and families with nutrition education services including Harvest of the Month activities, garden-based nutrition education and improvements to school nutrition environment.

4. **COMPENSATION:** Exhibit B – Schedule of Rates dated October 25, 2016 is hereby amended, which is attached hereto and incorporated herein by reference. For the contractual term period of October 1, 2016 to September 30, 2017, the maximum amount payable by COUNTY for services rendered by CONTRACTOR, is One Hundred Eleven Thousand Six Hundred Fifty One Dollars (\$111,651).

Except as modified herein, the Professional Services Agreement executed on October 25, 2016 shall remain in full force and effect. In the event of a conflict between the provisions of this first amendment and the original Professional Services Agreement, the provisions of this first amendment shall govern.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the first date written above.

HUMBOLDT COUNTY OFFICE OF EDUCATION:

By: Chris Hartley
Name: CHRIS HARTLEY, ED.D
Title: SUPERINTENDENT

Date: 6/29/17

COUNTY OF HUMBOLDT:

By: Virginia Bass
Virginia Bass
Chair, Humboldt County Board of Supervisors

Date: 8/15/17

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: Bayler
Risk Management

Date: 7/20/2017

LIST OF EXHIBITS:

- Exhibit A Scope of Work
- Exhibit B Schedule of Rates

**Exhibit A
Scope of Work**

The following activities (including selection of school sites, educational materials, curricula, and evaluation methods) have been selected in accordance with Supplemental Nutrition Assistance Program Education (SNAP-Ed) Guidelines, as set forth by California Department of Public Health's NEOP Branch in grant agreement 16-10150. Activity and objective numbers correspond to Humboldt County's Integrated Work Plan, approved by the State and the United States Department of Agriculture (USDA) for FFY 2017-19.

SCHOOL-BASED NUTRITION EDUCATION & ACTIVITY PROMOTION

NEOP Objective #2: By September 30, 2017, at four (4) low resource school sites, HCOE educators and eighty-four (84) trained extenders (classroom teachers) will reach four hundred (400) elementary students with direct education, one thousand three hundred (1300) students with indirect education, and one thousand eight hundred (1800) parents with indirect education, and HCOE staff will work with partners including school food service staff/school wellness committees to improve the school cafeteria environment at one school site by increasing sourcing of local produce and adoption of Smarter Lunchroom Movement strategies.

Sites will include the following schools:

Activity Number	Activity Description	Time Frame: Quarter* <i>Check all that apply</i>	Performance Measures/Deliverables								
2.1	Develop and distribute annually Harvest of the Month (HOTM) schedule for school year 2016-2017 for use by qualifying school sites to reinforce nutrition education message.	FFY 2017 <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td></td> <td></td> <td></td> </tr> </table>	Q1	Q2	Q3	Q4	x				List of sites receiving HOTM schedules, HOTM schedules
Q1	Q2	Q3	Q4								
x											
2.2	Increase local procurement and Farm to School connections with monthly HOTM tastings at four SNAP-Ed eligible school sites annually. Make cafeteria connections through distribution and promotion of HOTM using posters, point of services materials.	FFY 2017 <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	List of sites receiving HOTM tastings & promotion; HOTM materials distributed
Q1	Q2	Q3	Q4								
x	x	x	x								
2.3	On a monthly basis procure, assemble and deliver USDA approved curriculum and HOTM educational materials and produce to SNAP-Ed intervention school sites: 80 participating classrooms in FFY 2017.	FFY 2017 <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Materials used, list of sites receiving SNAP-Ed materials, ATF
Q1	Q2	Q3	Q4								
x	x	x	x								
2.4	Provide monthly indirect nutrition education using USDA approved materials to 1300 K-3 grade students at 4 SNAP-Ed qualifying school sites in FFY 2017.	FFY 2017 <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td></td> <td></td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x			x	Reporting Tools, Informational flyers, Quarterly Reports, Sign in sheets, ATF
Q1	Q2	Q3	Q4								
x			x								
2.5	Provide monthly direct nutrition education using USDA-approved HOTM workbooks to 525 4th & 5th grade students at four SNAP-Ed qualifying school sites in FFY 2017.	FFY 2017 <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	ATF, EARS-Quarterly Reports; Quarterly Reporting Workbooks, Copies of evaluation tools utilized, materials used
Q1	Q2	Q3	Q4								
x	x	x	x								

Activity Number	Activity Description	Time Frame: Quarter* <i>Check all that apply</i>	Performance Measures/Deliverables								
2.6	Develop and distribute monthly indirect education to parents at 4 SNAP-Ed qualifying school sites through HOTM article in school newsletter and HOTM school menu templates to reinforce nutrition education message. Approximate reach is 1,800 in FFY 2017.	FFY 2017 <table border="1" data-bbox="816 314 1050 378"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Reporting Tools, Informational flyers, Quarterly Reports, Sign in sheets
Q1	Q2	Q3	Q4								
x	x	x	x								
2.7	Identify sites with the capacity and interest to implement Smarter Lunchroom Movement (SLM) strategies.	FFY 2017 <table border="1" data-bbox="816 644 1050 708"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td></td> <td></td> <td></td> </tr> </table>	Q1	Q2	Q3	Q4	x				SLM scorecard assessment; PSE Annual reporting; Reporting Tools Workbook (RTW) , Identified SLM sites
Q1	Q2	Q3	Q4								
x											
2.8	Provide SLM training to food service director and staff and conduct scorecard assessment, assisting sites to conduct environment and policy assessments to identify areas for improvement. Identify opportunities for incorporating SLM strategies as appropriate. One school site in Year.	FFY 2017 <table border="1" data-bbox="816 851 1050 915"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td></td> <td></td> </tr> </table>	Q1	Q2	Q3	Q4	x	x			Training sign in sheets; SLM scorecard assessment; List of identified SLM sites
Q1	Q2	Q3	Q4								
x	x										
2.9	Provide ongoing technical assistance for implementation and/or adopting SLM strategies for one school site in FFY 2017 with demonstration of positive outcomes through improved post-assessment scores.	FFY 2017 <table border="1" data-bbox="816 1176 1050 1240"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Technical assistance sheet, SLM scorecard assessments to demonstrate improved scores, PSE Annual Report
Q1	Q2	Q3	Q4								
x	x	x	x								
2.10	Provide monthly direct nutrition education using USDA-approved curriculum to 150 students total at four SNAP-Ed qualifying afterschool sites in FFY 2017 by trained extenders (i.e. afterschool coordinators).	FFY 2017 <table border="1" data-bbox="816 1357 1050 1421"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Quarterly Reports; Quarterly Reporting Workbooks, Copies of evaluation tools utilized, materials used
Q1	Q2	Q3	Q4								
x	x	x	x								
2.11	Provide indirect garden-enhanced nutrition education using SNAP-Ed approved curriculum to approximately 100 youth attending SNAP-ED qualifying summer enrichment programs.	FFY 2017 <table border="1" data-bbox="816 1591 1050 1655"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td></td> <td></td> <td></td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4				x	ATF, Quarterly Reports, Curriculum materials used
Q1	Q2	Q3	Q4								
			x								

Educational Materials, Resources, and Curriculum

Activity Number	Curriculum, Toolkit, Resource Name	Level of Evidence Base	
2.7, 2.8, 2.9	Smarter Lunchrooms Movement Materials	x	Research Tested
			Practice Tested
			Emerging
			N/A - Please describe below:
2.1, 2.2, 2.3, 2.4, 2.5, 2.6	Harvest of the Month materials		Research Tested
		x	Practice Tested
			Emerging
			N/A - Please describe below:
2.5	USDA Approved Harvest of the Month workbooks		Research Tested
		x	Practice Tested
			Emerging
			N/A - Please describe below:
2.10	USDA Serving Up My Plate : Yummy Curriculum	x	Research Tested
			Practice Tested
			Emerging
			N/A - Please describe below:
2.10	Power Play Community Youth Organization Kit	x	Research Tested
			Practice Tested
			Emerging
			N/A - Please describe below:

Evaluation Activities (FFY 2017)

Activity Number	Evaluation Activity Description	Time Frame: Quarter* Check all that apply				Tool/Documentation	
E.2.1	SLM pre and post assessment using SLM scorecard. Activity 2.7, 2.8 and 2.9	FFY 2017					EARS/ATF
		Q1	Q2	Q3	Q4	x	PSE RE-AIM Report
		x	x				UC CalFresh Workbook
							Food Behavior Checklist
							UC Intent to Change
							List other:
E.2.2	Conduct HOTM classroom survey with participating teachers to obtain program feedback, environmental changes and student changes in behavior. Activity 2.2, 2.3, 2.4, 2.5, 2.6	FFY 2017					EARS/ATF
		Q1	Q2	Q3	Q4		PSE RE-AIM Report
		x			x		UC CalFresh Workbook
						x	Food Behavior Checklist
							UC Intent to Change
							List other:

Activity Number	Evaluation Activity Description	Time Frame: Quarter* Check all that apply				Tool/Documentation	
E.2.3	Demonstrate positive outcomes through improved scorecard assessments. Approximate reach is 375 in FFY 2017. Activity 2.7, 2.8 and 2.9	FFY 2017					EARS/ATF
		Q1	Q2	Q3	Q4	x	PSE RE-AIM Report
					x		UC CalFresh Workbook
							Food Behavior Checklist
							UC Intent to Change
							List other:

***Time Frame: Quarter:**

Qtr. 1 (Oct. 1-Dec. 31); Qtr. 2 (Jan. 1-March 31); Qtr. 3 (Apr. 1-Jun. 30); Qtr. 4 (Jul. 1-Sept.30)

**Exhibit B
Schedule of Rates**

**Staffing:
Salary/Benefits:**

Position Title	Position Name	Annual Salary	FTE	Total NEOP Salary	Benefit Rate	Total NEOP Benefits	Total NEOP Salary and Benefits
Dietitian	Linda Prescott	\$87,714.59	0.20	\$17,542.92	47.66%	\$8,360.96	\$25,904
Nutrition Educator	Nancy Kinziger	\$53,316.05	0.37	\$19,726.94	27.00%	\$5,326.27	\$25,053
Finance Analyst	Carol Stewart	\$45,845.80	0.10	\$4,584.58	62.53%	\$2,866.74	\$7,451
Assistant	Dale Botkin	\$22,780.17	0.01	\$227.80	26.00%	\$59.23	\$287
Assistant	Christy Prescott	\$18,756.50	0.05	\$938.28	26.00%	\$243.95	\$1,182
Nutrition Educator	TBD	\$30,278.55	0.05	\$1,513.93	26.00%	\$393.62	\$1,908
Total Staffing: Salary/Benefits			0.78	\$44,534		\$17,251	\$61,785

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

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

Includes payroll taxes and statutory benefits (PERS 11.70%, FICA 6.20%, MC 1.45%, SUI 0.05%, WC 3.045%, Retiree Alloc 1.02%)

Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
Food	For Harvest of the Month tasting activities for approximately 2,240 students in approximately 80 classrooms and 4 afterschool sites at 4 qualifying sites (\$110.00 /year x 84 classrooms/afterschool)= \$9,240.00.	\$110.00	84	\$9,240
Paper Good & Supplies	Paper products (plates, napkins, utensils, etc.) and supplies (educator packet envelopes, educator labels, etc.) for conducting HOTM tastings in approximately 84 participating classrooms at 4 school sites (\$10.00/year x 84 classrooms) = \$840.00.	\$10.00	84	\$840
Printing and Duplicating	Printing and duplication of HOTM materials (monthly newsletters, stickers, big books, recipes, schedule, an HOTM family calendar.) for approximately 84 classrooms/afterschool reaching approximately 2000 students (\$120.00/year x 84 classrooms) = \$10,080.00.	\$120.00	84	\$10,080

Nutrition Ed. Materials & Supplies	Materials/supplies for conducting nutrition education, garden enhanced nutrition education, physical activity promotion (children's storybooks highlighting HOTM fruit/vegetable, small sets of cooking equipment to be used at each site in multiple classrooms, afterschool programs, and summer programs (mixing bowls, spoons, can openers, knives, colander, blender, reusable kid size tasting bowls) Mileage Club, HOTM Student Workbooks etc.) that extends HOTM for approximately 84 classrooms/afterschool (\$225.00/year x 84 classrooms/afterschool)= \$18,900.00	\$225.00	84	\$18,900
Lead Teacher Liaison	Liaison between Project Staff and school site staff on Harvest of the Month (HOTM) activities as required in the scope of work including providing monthly HOTM updates at school site staff meetings, assist with HOTM recruitment and collection of sign-up forms, organize and distribute the monthly HOTM materials to participating teachers, and participate in regularly scheduled meetings. 9 liaisons @ \$580.00/liaison= \$5,220.00	\$425.00	4	\$1,700
Total Materials: \$40,760				

Travel:

Position Title/Name	Location	Description	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Total
Dietitian (Linda Prescott), Nutrition Educator (Nancy Kinziger, TBD), Assistant (Dale Botkin, Christy Prescott)	Eureka/Humboldt	Local Mileage	1							1056	\$570
Dietitian (Linda Prescott)	Redding	Refreshing Your Local School Wellness Policy	1	1	2	1	\$46	\$95		296	\$347
Total Travel: \$917											

Maintenance:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total
Humboldt County Office of Education, 901 Myrtle Ave, Eureka, CA 95501	Phone lines @ \$17.75/line x 12 months x 0.8FTE= \$170.40	0.8	\$17.75	12	\$170
Humboldt County Office of Education, 901 Myrtle Ave, Eureka, CA 95502	Computer tech support @ \$23.81/FTE x 12 months x 0.8FTE= \$229	0.8	\$23.81	12	\$229
Total Maintenance: \$399					

Indirect Costs:

Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
Based on total direct costs.	7.50%	\$103,861.00	\$7,790
Total Indirect: \$5,279			

Total Budget	\$111,651
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