



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-5

For the meeting of: August 16, 2016

Date: July 21, 2016

To: Board of Supervisors

From: Connie Beck, Director *S. Buckley*
Department of Health and Human Services – Public Health

Subject: Grant Agreement #16-10150 with California Department of Public Health (CDPH)– Nutrition Education and Obesity Prevention (NEOP) Branch for the Term of October 1, 2016 through September 30, 2019

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves the grant agreement #16-10150 with CDPH in an amount up to \$1,179,519 for the term of October 1, 2016 through September 30, 2019;
2. Approves and authorizes the Chair to sign four (4) originals of the grant agreement between DHHS – Public Health and CDPH and related Certifications;
3. Authorizes the DHHS-Director of Public Health or designee to sign any subsequent amendments and documents directly related to the grant agreement #16-10150; and
4. Directs the Clerk of the Board to return three (3) executed originals of the grant agreement, one (1) executed original Federal Terms and Conditions (Exhibit F), and one (1) executed original of the Contractor Certifications (CCC 307) to the DHHS – Contract Unit for transmittal to DHHS- Public Health.

SOURCE OF FUNDING:

Public Health Fund

Prepared by Megan Montgomery, AAI

CAO Approval *Cashen*

REVIEW: Auditor *MSM* County Counsel _____ Human Resources *AW* Other _____

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Fennell* Seconded by Supervisor *Sundberg*
 Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-5

Meeting of: 10/15/2013

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Aug. 16, 2016
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

DISCUSSION:

The County of Humboldt has been working with the CDPH on nutrition education and physical activity programs since 2006. Formerly known as *Network for a Healthy California (Network)*, the Nutrition Education and Obesity Prevention Branch (NEOPB) is supported by the United States Department of Agriculture (USDA).

NEOPB operates the Supplemental Nutrition Assistance Program Education (SNAP-Ed) program, a component of the USDA's larger Supplemental Nutrition Assistance Program (SNAP). Using evidence-based nutrition education and obesity prevention interventions, SNAP-Ed promotes healthy eating habits and a physically active lifestyle for the primary prevention of nutrition-related chronic diseases for Americans living at or below 185% of the federal poverty level.

On October 15, 2013 (item C-5), your Board approved the grant agreement #13-20493 for the term of October 14, 2013 through September 30, 2016. The agreement before your Board today will replace agreement #13-20493 and allow the DHHS-Public Health, Healthy Communities to continue to provide NEOP activities and interventions to low-income Humboldt County residents.

The interventions and activities contained within grant agreement 16-10150 include behavioral outcomes as well as physical and social environment outcomes, consistent with increasing recognition of the significant role that environmental factors play in individual and group decision making. Direct education activities targeting individuals will continue to be a focus of the NEOP program through food tastings and nutrition education. In addition, NEOP will work with community partners to promote healthy food and beverage policies that make healthy choices easier for Humboldt County residents in their communities and schools. To more efficiently facilitate school-based nutrition education activities, this agreement will allow the Healthy Communities Division to subcontract with the Humboldt County Office of Education to provide nutrition education at local schools. (The subcontract with HCOE will follow at a later date).

FINANCIAL IMPACT:

Approval of grant agreement #16-10150 with CDPH will allow DHHS-Public Health to be reimbursed up to a maximum of \$1,179,519 for the period of October 1, 2016 to September 30, 2019. The three year NEOP grant is 100% federally funded and runs on a federal fiscal year. The funding was included in the approved County budget for fiscal year (FY) 2016-17 and will be included in the county budget process through the term of the grant in fund 1175, budget unit 433, Nutrition and Physical Activity. There is no impact to the county's General Fund.

This agreement supports your Board's Strategic Framework by protecting vulnerable populations and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

California Department of Public Health is the grantor of funds. DHHS-Public Health intends to subcontract a portion of the awarded amount to Humboldt County Office of Education.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this grant agreement; however, such an alternative would have a negative impact upon the community.

ATTACHMENTS:

CDPH (NEOP) grant agreement #16-10150 (4 originals) and Certifications

THE NUTRITION EDUCATION AND OBESITY PREVENTION PROGRAM

Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”

TO

County of Humboldt, hereinafter “Grantee”

**Implementing the project, “Supplemental Nutrition Assistance Program - Education,”
hereinafter “Project”**

GRANT AGREEMENT NUMBER 16-10150

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code, Section 131085(a)(b).

PURPOSE: The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to provide SNAP-Ed allowable nutrition education and obesity prevention activities and interventions for low-income Californians. The focus of SNAP-Ed is health promotion to help the SNAP-Ed target audience establish healthy eating habits and a physically active lifestyle and for primary prevention of diseases to help the target audience who have risk factors for nutrition related chronic diseases, such as obesity, prevent and postpone the onset of disease by establishing healthier eating habits and being more physically active. The CDPH authority for these contracts is vested in the Federal-Healthy Hunger-Free Kids Act of 2010 (Public Law 111-296), Section 241, enacted on December 10, 2010, which established the Nutrition Education and Obesity Prevention Grant Program for eligible low-income individuals.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed One Million One Hundred Seventy Nine Thousand Five Hundred Nineteen dollars \$1,179,519.

TERM OF GRANT: The term of the Grant shall begin on October 1, 2016, or upon approval of this grant, and terminates on September 30, 2019. No funds may be requested or invoiced for work performed or costs incurred after September 30, 2019.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

Department: California Department of Public Health, Nutrition Education and Obesity Prevention Branch	Grantee: County of Humboldt
Pam Delapa, Project Officer	Mark Lovelace, Chairman, Humboldt County
Address: 1616 Capitol Avenue Sacramento, CA 95814	Address: 825 5 th Street, Room 111 Eureka, CA 95501
Phone: 916-449-5382	Phone: 707-476-2393
Fax: Not Applicable	Fax: Not Applicable
E-mail: pam.delapa@cdph.ca.gov	E-mail: mlovelace@co.humboldt.ca.us

Direct all inquiries to:

Department: California Department of Public Health, Nutrition Education and Obesity Prevention Branch	Grantee: County of Humboldt
Attention: Kisha Holmes, Grant Manager	Attention: Laura McEwen
Address: 1616 Capitol Avenue Sacramento, CA 95814	Address: 908 7 th Street Eureka, CA 95501
Phone: 916-552-9836	Phone: 707-441-5080
Fax: Not Applicable	Fax: Not Applicable
E-mail: kisha.holmes@cdph.ca.gov	E-mail: lmcewen@co.humboldt.ca.us

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Grant by this reference:

- Exhibit A GRANT APPLICATION
The Grant Application provides the description of the project and associated cost.
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D REQUEST FOR APPLICATION*
Including all the requirements and Attachments contained therein
***Incorporated by reference and located:**
<http://www.cdph.ca.gov/programs/NEOPB/Pages/SNAP-EdFundingApplicationGuidanceFFY2017-2019.aspx>
- Exhibit E ADDITIONAL PROVISIONS
- Exhibit F FEDERAL TERMS AND CONDITIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: 8-16-16



Mark Lovelace, Chairman, Humboldt
County Board of Supervisors
825 5th Street, Room 111
Eureka, CA 95501

Date: _____

Angela Salas, Chief
Contracts and Purchasing Services Section
California Department of Public Health
1616 Capitol Avenue, Sacramento, CA 95814

Nutrition Education and Obesity Prevention Branch

Exhibit A1

FFY 2017-19

Application Checklist

DATE OF SUBMISSION	3/25/2016
ORGANIZATION NAME	Humboldt County Department of Health and Human Services
AGREEMENT NUMBER	16-10150

Plan Submission Contact Name: Michelle Postman	Phone Number: 707 5567
E-mail Address: mpostman@co.humboldt.ca.us	

The following documents must be completed and submitted with this Application Checklist (Form 1). Email completed application by April 1, 2016 to NEOPBfiscalrequest@cdpg.ca.gov. FFY 17 Budget, and FFY 17-19 IWP and Targeting Summary are to be completed within the California Department of Social Service's SNAP-Ed SharePoint Site.

APPLICATION CONTENTS:

Application due March 11, 2016

Please Check

- Plan Submission Checklist
- Contract Grantee Information Form (GIFGIF)
- ~~Three Year Integrated Work Plan and Targeting Summary~~
- ~~Budget Workbooks for FFY 17, FFY 18, FFY 19~~
- Letter of Agreement (if applicable)
- Request for Non-NEOPB Sponsored Travel (if applicable)

PORTFOLIOS: (Please check the box for each Portfolio chosen.)

Please Check

- LIVE
- LEARN (Ages 0-5)
- LEARN (Ages 6-17)
- SHOP
- WORK

Please include a brief summary indicating which Portfolio(s) were used to guide the development of your activities, why these Portfolio(s) were chosen and any additional information used in your selection process:

The Live and Learn (Ages 6-17) portfolios will allow Humboldt's LHD to best achieve the NEOPB's mission to reduce the prevalence of overweight and obesity in SNAP-Ed eligible residents through education and policy, system, and environmental change strategies that support healthy behaviors at

FFY 2017-19

Application Checklist

multiple levels of influence. Humboldt's LHD chose these portfolios based on the success of prior community interventions, identified unmet needs, and geographic location with the qualified census tracts/blocks of Eureka. The Live portfolio focuses on the core settings of community/rehabilitation organizations and public housing and the complementary setting of stores and mobile vending. The approaches are based on the Social Ecological Model (SEM); the individual level includes direct nutrition education and food tastings/promotions; the environmental level focuses on healthy food and beverage policies; the sector level identifies and develops strategic partners and multi-sector collaborations.

The Learn portfolio will focus on the core setting of local elementary schools. The approaches also cover the three SEM levels. The individual approach includes direct nutrition and physical education using Harvest of the Month. The environmental level makes healthy choices the easy choices through Smarter Lunchroom techniques. The sector level will include healthy changes in local stores near the target schools.

Nutrition Education and Obesity Prevention Branch Grantee Information Form

	This is the information that will appear on your grant agreement cover.	
Organization	Federal Tax ID #	<u>94-6000513</u> Grant # <u>16-10150</u>
	Name	<u>County of Humboldt</u>
	Mailing Address	<u>529 I Street, Eureka, CA 95501</u>
	Street Address (If Different)	_____
	County	<u>Humboldt</u>
	Phone	<u>707 441-5080</u> Fax <u>707 268-0415</u>
	Website	<u>www.co.humboldt.ca.us</u>
	The Grant Signatory has authority to sign the grant agreement cover.	
Grant Signatory	Name	<u>Mark Lovelace</u>
	Title	<u>Chairman, Humboldt County Board of Supervisors</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address	<u>825 5th Street, Room 111, Eureka, CA 95501</u>
	Street Address (If Different)	_____
	Phone	<u>(707) 476-2393</u> Fax <u>707-445-7299</u>
Email	<u>mlovelace@co.humboldt.ca.us</u>	
	The Project Director is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with NEOPB staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
Project Director	Name	<u>Kelley Kyle</u> <u>Joan Levy</u>
	Title	<u>Senior Health Education Specialist</u> <u>Program Services Coordinator</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address	<u>908 7th Street Eureka Ca 95501</u>
	Street Address (If Different)	_____
	Phone	<u>707 441-5080</u> <u>707 441-5545</u> Fax <u>707 268-0414</u>
	Email	<u>kkyle@co.humboldt.ca.us</u> <u>jlevy@co.humboldt.ca.us</u>

Nutrition Education and Obesity Prevention Branch Grantee Information Form

Payment Receiver	All payments are sent to the attention of this person at the designated address.	
	Name	<u>Olivia Wilder</u>
	Title	<u>Budget Specialist</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>707 441-5442</u> Fax <u>707-441-5580</u>
Email	<u>owilder@co.humboldt.ca.us</u>	
Fiscal Reporter	The Fiscal Reporter prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.	
	Name	<u>Jeff Hichcock</u> <u>Megan Montgomery</u>
	Title	<u>Fiscal Assistant</u> <u>Administrative Analyst</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>707 441-5442</u> Fax <u>707-441-5580</u> <u>707 441-5560</u>
Email	<u>jhitchcock@co.humboldt.ca.us</u> <u>mmontgomery@co.humboldt.ca.us</u>	
Fiscal Signatory	The Fiscal Signatory has signature authority for invoices and all fiscal documentation reports.	
	Name	<u>Olivia Wilder</u>
	Title	<u>Budget Specialist</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>707 441-5442</u> Fax <u>707-441-5580</u>
Email	<u>owilder@co.humboldt.ca.us</u>	
Districts	List the all numbers that your organization is under.	
		Number
	Assembly	<u>707 385-1114</u>
	Senate	<u>202 224-3553</u>
	Congressional	<u>707 268-9595</u>

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

**Three-Year
Integrated Work Plan
FFY 2017–2019**

Humboldt County

SECTION A: OVERVIEW

1. SNAP-Ed Implementing Agency (counterpart local agency) Names

	California Department of Social Services: CDSS: (County Welfare Departments: CWD)
	University of California: UC CalFresh UCCE: (UC Cooperative Extension: UCCE)
x	California Department of Public Health: CDPH: (Local Health Department: LHD)
	California Department of Aging: CDA: (Area Agency on Aging: AAA)
	Catholic Charities of California: CCC: (Catholic Charities of California: CCC)

2. State Level Goals and Objectives

Overall State Level Goal and Focus

The California SNAP-Ed goal is to improve the likelihood that persons eligible for SNAP-Ed will make healthy food and physical activity choices within a limited budget consistent with the current *Dietary Guidelines for Americans* and *Physical Activity Guidelines for Americans*.

California SNAP-Ed focuses on preventing nutrition and activity-related chronic diseases and improving food security among persons eligible for SNAP-Ed by:

- Providing information and education to promote food resource management, healthy eating, and a physically active lifestyle, and
- Creating supportive food and activity environments in collaboration with community partners in order to make healthy choices easier where people eat, live, learn, work, play, and shop.

Behavioral Outcomes

Goal 1: Increase Consumption of Healthy Foods and Beverages and Decrease Consumption of Unhealthy Foods and Beverages

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

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- **Objective 1a:** Annually improve the dietary quality of meals and snacks consumed by the SNAP-Ed eligible population consistent with the current *Dietary Guidelines for Americans*.
- **Objective 1b:** Annually increase consumption of fruits and vegetables among the SNAP-Ed eligible population.
- **Objective 1c:** Annually decrease consumption of added sugar from food and beverages among the SNAP-Ed eligible population.

Goal 2: Increase Physical Activity

- **Objective 2:** Annually increase physical activity among the SNAP-Ed eligible population consistent with the current *Physical Activity Guidelines for Americans*.

Goal 3: Improve Food Resource Management

- **Objective 3a:** Annually improve resource management behaviors^[1] among the SNAP-Ed eligible population.
- **Objective 3b:** Annually increase food security^[2] among the SNAP-Ed eligible population.

Physical & Social Environment Outcomes

Goal 4: Increase access to and/or appeal^[3] of healthy dietary choices and decrease access to and/or appeal of unhealthy dietary choices where people eat, live, learn, work, play, or shop.

- **Objective 4a:** Annually improve^[4] food environments at SNAP-Ed eligible sites.
- **Objective 4b:** Annually improve the proportion of healthy to unhealthy food environments in SNAP-Ed eligible communities.

Goal 5: Increase access to and/or appeal^[3] of physical activity opportunities for SNAP-Ed eligible populations.

- **Objective 5a:** Annually improve^[4] environments and opportunities for physical activity at SNAP-Ed eligible sites.
- **Objective 5b:** Annually increase physical activity opportunities and improved environments community-wide in SNAP-Ed eligible communities.

¹ Behaviors, such as reading labels, shopping with a list and comparing prices to maximize use of limited resources to support a healthy diet.

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

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² Defined as not running out of food at the end of the month.

³ Defined as availability, affordability, appropriateness to priority population, variety, quality, and marketing strategies such as placement, point of decision prompts, healthy defaults, and promotion.

⁴ Defined as a combination of introducing healthy changes at new sites and deepening or maintaining changes at existing sites.

3. Jurisdiction Description

Located in northwest California, Humboldt County is one of the largest counties in the state. The county is approximately 300 miles north of San Francisco, and encompasses 2.3 million acres, 80 percent of which is forestland, protected redwoods and recreation areas. Humboldt is a rural county with roughly 33 people per square mile. Nearly half of the county's residents live in incorporated communities, and 59 percent of the people live in the area surrounding Humboldt Bay. The county has a population of approximately 134,625. Approximately 12% of its population is of Hispanic or Latino origin, with the remaining population identifying themselves as African American (1.4%), Asian (2.4%), American Indian/Alaskan Native (6.8%), Native Hawaiian/Other Pacific Islander (0.3%), multiracial or another race (4.5%), and White (non-Hispanic 72.3%).

According to the SNAP-Ed County Profile of 2015, the 20,875 CalFresh participants represent 16% of Humboldt County's total population. Over 39% of the total population is SNAP-Ed eligible. Just under 19% of Humboldt County residents are food insecure with almost 27% being children. Preschool age children comprise the largest percentage of SNAP-Ed eligible participants at 52.8%, followed by adults (40.6%), school age children (39.8%) and older adults (27.4%). Of the 91 schools in Humboldt County, 58 (63.8%) are SNAP-Ed eligible ($\geq 50\%$ FRPM Enrollment, 2015). Fifty-five percent of children are eligible for free lunch.

There are 30 census tracts in Humboldt County, seven qualify for SNAP-Ed services based on the 2010-14 all races American Community Survey (ACS) data. Eureka makes up the county's largest population center, with approximately 33% of the population. Eureka also has the largest number of SNAP-Ed eligible residents. According to the November 2015 "Humboldt County DHHS- Health & Nutrition Services Quarterly Report for CalFresh Participant Distribution", Eureka comprises 42% of the county's total active CalFresh households. This makes Eureka a good choice for Local Health Department (LHD) intervention activities. One of the two qualifying census tracts in Eureka has been part of the Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention (CX3) assessment efforts. There are a number of means-tested sites in Eureka eligible for SNAP-Ed services including a Federally Qualified Health Center with a community garden, approximately four emergency food outlets, two public housing units, one senior housing unit, a Women, Infants and Children (WIC) clinic, two Family Resource Centers, one senior congregate meal site, one soup kitchen, five temporary housing/shelters, a weatherization program through the Redwood Community Action Agency, and two Head Start sites. There are four residential adult rehabilitation centers and three outpatient rehab centers in Eureka. A large number of fast food chains and independent liquor retail markets contribute to 6.6% of the low income population having limited access to healthy food compared to the State average at 3%. Because of the county's rurality, transportation is the biggest challenge to accessing healthy food outlets.

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

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According to Humboldt County's 2015 SNAP-Ed County Profile, 63% of SNAP-Ed adults are overweight or obese. According to KidsData.org, 2015 FitnessGram data indicate 42% of Humboldt 5th graders, 41.6 % of 7th graders, and 39% of 9th graders are overweight or obese. This is slightly higher than the California data indicating 40% of 5th graders, 38.5% of 7th graders and 36% of 9th graders are overweight or obese. SNAP-Ed County Profile data indicates 15% of adults age 20 and over report no leisure time physical activity. Fewer than 19% of children and teens report at least one hour of activity every day. Almost 56% of SNAP-Ed adults consume one or more fast food meals per week and 43% drink sugar- sweetened beverages one time or more per week.

4. Community Assessment

The FFY 17-19 Integrated Work Plan was developed using information from the 2015 SNAP-Ed County Profiles, Robert Wood Johnson Foundation's County Snapshots, community assessment results, various reports, and input from community partners.

Humboldt County's Community Health Assessment (CHA) was completed in 2013 by Humboldt County Department of Health and Human Services (DHHS). It provides a comprehensive overview of the health of its residents. In addition to the traditional public health measures of illness, death rates, and access to care, this report includes information on economic vitality, nutrition and physical activity, and other underlying social determinants of health. The CHA shows there are marked health disparities in Humboldt County. Those who are poor or have a serious mental illness statistically have significantly shorter lives (Humboldt County Department of Health and Human Services, *Community Health Assessment*, 2013, page 15). Cardiovascular disease is the #2 cause of death for those age 45-64 and #5 for those age 25-45. The importance of adopting healthy eating and active living for all residents are important factors in improving overall health in the county.

According to the CHA, Humboldt has high rates of substance abuse which contributes significantly to the county's poor overall health outcomes. The impacts of substance abuse affect the entire community and burdens our local health care system with drug-related hospitalizations and emergency room visits. Several factors may contribute to the problem: Isolation can prevent forming supportive relationships; geographic distance hinders access to basic services, and a community tolerance of heavy drinking and drug use create an environment where dependence is tolerated.

There are several residential and outpatient adult treatment programs in the area, especially concentrated in Eureka's qualifying neighborhoods. Many have received partnership contracts from our county DHHS-Social Service Branch to conduct CalFresh outreach and improve their resident's health and food access. This began a relationship where LHD staff provided nutrition education to residents and strengthened ties to county services. Facility residents are making positive changes in their lives and are interested in healthy eating and physical activity to support their sobriety. According to pre/post test evaluations, the interventions to-date have shown statistically significant improvements in healthy eating and food resource management. This was a factor in selecting Adult

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year Integrated Work Plan FFY 2017–2019

Rehabilitation Centers as a priority in our FFY 2017-19 IWP. Additionally, several of these Adult Rehab Centers are located in areas with few healthy food options but the corner food market or Dollar Tree. The LHD has plans to approach these retailers to consider healthy changes.

In 2014, Humboldt County Department of Health and Human Services released its Community Health Improvement Plan 2014-2019 (CHIP) with the purpose of identifying how to strategically address community priority areas to improve the health and well-being of Humboldt County residents. In the development of this plan, DHHS Public Health, DHHS Mental Health, St Joseph Health – Humboldt County, 30 partner organizations, and over 300 community partners vetted the eight leading causes of premature death identified in the CHA to determine the root causes of these poor outcomes and develop a plan of improvement. The CHIP can be found at <http://humboldt.gov/DocumentCenter/View/28999>. The CHIP identified the lack of access to healthy foods as an important factor for two of six major priorities. These two priorities include “Increase access to quality health and preventative care,” and “Increase affordability, availability and knowledge of healthy foods.”

Other sources referenced include the Humboldt County Community Food Assessment produced by the California Center for Rural Policy (CCRP) at Humboldt State University. It identified increasing the number of and geographic distribution of healthy food stores among top priorities for improving community health in Humboldt County. The draft Planning Issues and Opportunities Report produced for the Eureka General Plan Update identified the high incidence of tattoo parlors, pawn shops, liquor and cigarette stores and conversely the lack of neighborhood grocery stores.

Our 2011 CX³ analysis in three low-income communities showed the total Neighborhood Food Store Quality ratings were low (range 25% - 33%) and the percent of fast food restaurants meeting standards were also low (range 0%- 17%). None had supermarkets or large grocery stores with convenient public transit. State and local data from the Healthy Stores for a Healthy Community Survey was also used to shape our work plan.

5. Community Change Goals

We worked with our larger community partnership in the process of developing our County Health Improvement Plan (CHIP) to determine community change goals (that relate to this SNAP-Ed work plan). They include improving the affordability, availability and knowledge of healthy foods within the larger community with a focus on partnerships, schools, and the health care system.

These areas of need are essential to increasing the health of Humboldt County. Overall community goals for each area include the following:

Priority 1: Strengthen social and family cohesion

Priority 2: Shift social norms around alcohol and other drug use

Supplemental Nutrition Assistance Program Education (SNAP-Ed)**Three-Year
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Priority 3: Increase access to quality health care and preventive care

Priority 4: Increase access to and use of diverse mental health options

Priority 5: Ensure safe neighborhoods for residents, pedestrians, and bicyclists

Goal 1: Increase options for active modes of transportation

Goal 2: Increase safety in neighborhoods experiencing high collision rates (all modes)

Priority 6: Improve affordability, availability, and knowledge of healthy foods

Goal 1: Increase Access to Affordable Nutritious Food

- i. Develop Plans and partnerships to identify and address produce desserts
- ii. Increase coordination and collaboration across the food system spectrum

Goal 2: Increase Understanding of what healthy eating means

- iii. Increase provider (clinician, school meal providers) knowledge and ability to encourage and support healthy eating
- iv. Increase the number of physician and clinic offices using the Food RX prescription tool
- v. Increase school meal quality and use by students

The LHD will support long term community change goals in the county by working with community partners to identify strategic partners and convene community-wide, multi-sector coalitions to improve nutrition and physical activity. The LHD will work to create an environment that makes healthy food and beverage options the easy choice by improving availability and accessibility and the demand for healthy foods and beverages. We will work to improve opportunities for physical activity and enhance the physical and built environment around the targeted sites where the SNAP-Ed population can be found. We will provide evidence-based education with a focus on behavior change. Along with our partners, we will build capacity and engagement at Eureka school sites for comprehensive nutrition and physical activity programs that help strengthen school wellness policies through nutrition education, increased access to physical activity as well as improvements to the school environments and practices. The LHD will work to educate community/partners about policy/legislative changes that would improve retail environment with zoning ordinances affecting food availability. We will work with partners to attract and create an

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

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environment conducive to new healthy retail venues such as healthy mobile markets, produce sold in stores, and farm stands. We will research the value and feasibility of retailer incentives and recognition programs for those who offer healthier food options.

Specifically, Humboldt County SNAP-Ed LHD will achieve the following three-year objectives:

1. By September 30, 2019, increase access to, and demand for, healthy foods and beverages at two to four SNAP-Ed qualifying adult rehabilitation/public or temporary housing facilities and two to four county agencies/community organizations through adopted and implemented policy and physical site changes.
2. By September 30, 2019, four schools with 50% or higher free and reduced school lunch eligibility will make changes to school policies, physical environment, and institutional capacity to support improved nutrition and physical activity behaviors among students, parents, and teachers.
3. By September 2019, increase availability of healthy foods through adoption and implementation of policies that incentivize the provision of healthy foods in retail settings and/or mobile vending services in qualifying neighborhoods.

These objectives allow us to focus on our larger community change goals within the parameters of the SNAP-Ed funds. We will focus on the following Policy Systems and Environmental (PSE) strategies:

- Healthy Food & Beverage Standards
 - Develop and implement written site wellness policies and procedures to improve the nutrition and physical activity environment
 - Encourage compliance with federal menu labeling regulations
- Healthy Eating
 - Smarter Lunchrooms Movement (SLM)
- Healthy Food & Beverage Standards
 - Healthy Food Zones

The PSE strategies are detailed within each three-year objective and speak to the connection to the community change goals.

6. **Partnerships and Collaborative Efforts [County Nutrition Action Plan (CNAP) Partners or comparable]**

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Humboldt County's CNAP overall goal is to increase fruit and vegetable consumption and physical activity through consistent messaging, strengthening local food awareness, and promoting participation in programs in Humboldt County. The coalition seeks to create resources that promote USDA food program participation through referral and coordination with LHD staff. There is strong commitment to plan and participate in collaborative events.

Humboldt County's Health Improvement Plan (CHIP) identified CNAP as an important partner to help achieve improvements in the affordability, availability and knowledge of healthy foods by increasing coordination and collaboration across the food system. CNAP is poised to move from a focus on coordination and collaboration to environmental changes that promote healthy eating and physical activity as the easy choices. Humboldt County's NEOP program can be a catalyst for work in policy, system, and environmental change. The LHD partners support efforts to make environmental changes that promote safe access to schools, healthy school meals, healthy options at retail locations, and supportive senior and public housing.

The Humboldt Food Policy Council (HFPC) works to enhance a regional food system that is equitable, culturally appropriate, and both environmentally and economically sustainable. HFPC does so by facilitating collaborative partnership of diverse stakeholders throughout the food system. The HFPC existed for over ten years and has focused on networking, education, outreach, and policy issues. Its work is tied into the County's Health Improvement Plan. Its recent notable successes include a Food Summit in 2016 with approximately 400 attendees, endorsement of the California Food Policy Council's annual Legislative Report, and support of the Food Desert subcommittee which informs and educates about how food deserts affect a large segment of CalFresh eligible residents in rural Humboldt County.

The HFPC has two specific focus areas that naturally align with NEOP's work. This work includes: access to healthy, affordable, and high quality food; and assures that residents have the opportunity to gain knowledge and accurate information on how to acquire or produce, prepare, cook and preserve healthy food. The HFPC is part of a larger network of agency partnerships and collaborative projects that are working together in Humboldt County to create an environment of healthy eating and physical activity for all its residents, including CalFresh eligible families and individuals.

We will be working with our tobacco and alcohol prevention colleagues on our combined healthy retail strategies. In addition, our LHD has a strong Safe Routes to School program. We leverage this relationship and partner with local bike and pedestrian safety advocates and the Redwood Community Action Agency. We support efforts to make environmental changes that promote safe access to schools, retail locations, senior and public housing.

The Humboldt County DHHS- Social Services Branch funds local community based organizations to do CalFresh outreach. This has been successful in decreasing bureaucratic barriers to accessing CalFresh and other services. It also allows outreach to occur within agencies that best know how to access and serve their participants. Some funds can go towards the purchase of food as part of outreach efforts. The Humboldt LHD supports these funded agencies with nutrition and

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physical activity education, resources, and model practices as able. One area for future development is a food purchasing and menu guidelines policy to be included in the funding of CalFresh Outreach projects.

7. Key Messages

x	Food Safety	x	Physical Activity	x	Fiber-Rich Foods
x	Whole Grains	x	My Plate-Healthy Eating Plan	x	Fat-Free & Low-fat Milk or Equivalent (& Alt. Calcium Sources
x	Fruits & Vegetables	x	Limit Added Sugars or Caloric Sweeteners	x	Other (<i>specify</i>): <i>HOTM</i>
x	Fats and Oils	x	Food Shopping/ Preparation		Other (<i>specify</i>):
x	Lean Meat & Beans				
x	Sodium & Potassium				
x	Promote Healthy Weight				

8. Educational Materials, Resources and Curriculum

All educational materials, resources, and curriculum chosen will be from the approved USDA SNAP-Ed Connection website (<https://snaped.fns.usda.gov/>), and/or FFY 2017-2019 USDA approved California Department of Public Health - Nutrition Education Obesity Prevention Branch (NEOPB) Approved Nutrition Education Materials list.

Humboldt County reviewed the approved integrated curriculum list provided by the state agencies, and reviewed each different piece to determine the best option for our target population. Curriculum, materials and resources were chosen to best reflect the needs of the population, as well as our chosen SNAP-Ed three-year and annual objectives.

9. Intervention and Evaluation Plan Narrative Summary

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The implementing agencies in Humboldt County will conduct nutrition education and obesity prevention services at SNAP-Ed eligible sites, reaching a targeted segment of the SNAP –Ed eligible population at multiple levels. They will be assisted by subcontractors and community partners who will support these efforts. The intervention plan includes activities that provide comprehensive education on proper nutrition and physical activity. Its approach is to utilize: high strength intervention strategies, nutrition education and physical activity (PA) focused direct delivery, staff training and coordinated implementation strategies. These strategies include a plan for direct care and education providers, food service providers, and other staff that interface with and impact children and adults in multiple settings.

Building upon relationships with elementary schools, adult rehabilitation centers, public/temporary housing facilities, community based organizations, and fellow Humboldt County DHHS programs (Women, Infants and Children [WIC], Mental Health, Social Services), Local Implementing Agencies (LIAs) will continue to provide direct nutrition education and physical activity promotion. LIAs will also train and support teachers as extenders to provide direct education in the classrooms and train staff at these sites to provide direct education at their facilities. Additionally, nutrition education will be provided to the adult SNAP-Ed population connecting shopping behaviors and choices to better health outcomes as per MyPlate and Dietary Guidelines. The educational focus will be: selecting target foods and beverages; increasing the skills for label reading, menu planning and food budgeting; increasing knowledge of MyPlate recommendations and exposure to and acceptance of new healthy foods.

The intervention plan progresses to interventions at the environmental level of the Social Ecological Model (SEM) via the inclusion of policy, systems and environmental (PSE) change efforts that include better food and beverage purchasing policies promoting access to healthy foods, beverages and physical activity. Healthy nutrition and physical activity policies and procedures will be implemented in the treatment and housing facilities which will include (but are not limited to) healthy purchasing standards for all foods and beverage offered on site, opportunities for physical activity, garden-based education, and marketing guidelines for materials posted and shared on site. PSE efforts will also be focused on improving retail sites near these facilities with healthy prompts and signage, product placement strategies, and smart snacking.

At the sector level of the SEM, LIAs will identify strategic partners and community-wide, multi-sector coalitions that will be convened to improve nutrition and physical activity; conduct a community health needs assessment; and implement approaches unique to the needs of Humboldt County. Smarter Lunchrooms Movement (SLM) principles that improve the school lunchroom will also be executed and evaluated. Community partners will be educated about policy/legislative changes and the retail environment and support efforts in establishing zoning ordinances that promote healthy foods and beverages.

Evaluation processes will be used to improve services for all local objectives and intervention strategies. The evaluation plan includes process and outcome evaluation activities using State and locally developed surveys. Past evaluation efforts have been exceedingly helpful in informing the program and these strong efforts will continue.. Education and Administration Reporting System (EARS) and Semi Annual Activity Report results will be generated from the online Activity

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Tracking Form (ATF). Separate tracking of direct education taught by LIA staff and site staff trained by LIAs, such as teachers, will continue in an effort to better monitor effectiveness. Participants will be requested to complete evaluation surveys that address, but are not limited to, the following indicators from the Western Region SNAP-Ed Evaluation Framework: Nutrition, Physical Activity, and Obesity Prevention Outcomes: MyPlate Behaviors (MT1), Shopping Behaviors (MT2), Physical Activity Behaviors (MT3) and Fruit and Vegetables (LT2) Physical Activity Recommended Labels (LT7). At the environmental level, LIAs will also report as appropriate on the following SNAP-Ed Evaluation Framework priority indicators – Identification of Opportunities (ST4), Partnerships (ST6), Nutrition Supports Adopted (MT4) and Physical Activity Supports Adopted (MT5).

All LHD PSE projects will be reported using the RE-AIM evaluation framework to assess Reach, Effectiveness, Adoption, Implementation, and Maintenance (RE-AIM). The locally developed PSE tracking forms have made it consistently easier to monitor PSE site efforts and complete the RE-AIM Access database. Reports generated from the database will be used to track, inform and improve continued PSE program efforts in Humboldt County as well.

SECTION B: Target Audience Description

1.

1. Gender	%	2. Age	#
Male	50.2%	0 to 4 years old (Preschool):	7,808
Female	49.8%	5 to 17 years old (School Age):	18,443
		18 to 59 years old (Adult):	98,544
		60 years old and over (Senior):	31,098
Total:	100%		

3. Ethnicity/Race

Ethnicity

Total Percentage Hispanic/Latino	Total Percentage Not Hispanic/Latino	Total Percentage Ethnicity
12%	88%	100%

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RACE	Hispanic/Latino	Not Hispanic/Latino
Black or African American	0%	1.4%
Asian	0%	2.4%
American Indian/Alaskan Native	0%	6.8%
Native Hawaiian/Other Pacific Islander	0%	0.3%
White	12%	72.3%
Multiple/Other	0%	4.8%
Total:	12%	88%

4. Languages Used in Intervention Activities and Materials

English	95%	Farsi	0%	Russian	0%
Spanish	5%	Hmong	0%	Tagalog	0%
Arabic	0%	Khmer (Cambodian)	0%	Vietnamese	0%
Armenian	0%	Korean	0%	Other (specify):	0%
Bosnian	0%	Lao	0%	Other (specify):	0%
Cantonese	0%	Mandarin	0%	Total:	100%

5. Projected Number of Low-Income Persons Reached

	FFY 17	FFY 18	FFY 19
Direct Education (estimated unduplicated):	485	455	455
Indirect Education:	2950	2550	2550
Policies, Systems, and Environment (PSE) Change/Supports	1300	1300	1300

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6. Intervention Sites

Site Setting	#	Site Setting	#	Site Setting	#
Adult Education and Job Training Sites	0	Food Assistance Site: Food Pantries	0	Schools: Students (Middle/Junior High)	0
Adult Rehabilitation Centers	6	Food Assistance Site: Soup Kitchens	1	Schools: Students (High School)	1
CalFresh Offices	1	Head Start Programs	0	Schools: Students (After School)	0
California Food Assistance Program (CFAP)	0	Individual Homes	0	Schools (Parents)	0
Churches	0	In Home Supportive Services (IHSS)	0	Section 8 Public Housing Voucher ("Housing Choice Vouchers")	0
Commodity Foods Distribution on Indian Reservation (FDPIR)	0	Job Corps	0	Shelters/Temporary Housing	2
Community Based Organizations	0	Libraries	1	Supplemental Security Income (SSI)	0
Community Centers	5	Low Income Home Energy Assistance Program (LIHEAP)	0	Temporary Assistance for Needy Families (TANF) Job Readiness Program/CalWORKS	0
Community Youth Organizations	2	MediCal	0	U.S. Department of Energy (DOE) Weatherization Assistance Program	0

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Comprehensive Perinatal Service Program (CPSP)	0	Medical/Dental Offices	0	Youth Education Site (includes Park and Recreation)	2
Elderly Service Center/Senior Centers	1	Public/Community Health Centers	2	Women, Infants, and Children Program (WIC)	1
Emergency Food Assistance Sites	0	Public Housing [U.S. Dept. of Housing and Urban Development (HUD)]	1	Worksites	0
Extension Offices	0	Retail/Food Stores	9	Other (City Hall):	1
Family Resource Centers	2	Retail and Food Store with Qualifying CalFresh Redemption	0	Other (specify):	0
Farmers' Markets	2	Schools: District Office	0	TOTAL SITES:	50
Federally Qualified Health Centers (FQHC)	3	Schools: Students (Preschool)	0		
Food Assistance Site: Food Banks	1	Schools: Students (Elementary)	6		

SECTION C: INTERVENTION PLAN

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I. Three-Year SNAP-Ed Local Objective #1 (FFY 2017–FFY 2019):

Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)

By September 30, 2019, increase access to, and demand for, healthy foods and beverages at 2-4 SNAP-Ed qualifying adult rehabilitation/public or temporary housing facilities and 2-4 county agency/community organizations through adopted and implemented policy and physical site changes.

SNAP-Ed State Goals (check all that apply):

x	Goal 1: Food and Beverages (Behavioral)
x	Goal 2: Physical Activity (Behavioral)
x	Goal 3: Food Resource Management (Behavioral)
x	Goal 4: Access to and/or appeal of dietary choices(Physical and Social Environmental)
x	Goal 5: Access to and/or appeal of physical activity opportunities (Physical and Social Environmental)

II. PSE Strategy(ies) that support the Three-Year SNAP-Ed Local Objective listed above:

- Healthy Food & Beverage Standards
 - Develop and/or implement written site wellness policies and procedures to improve the nutrition and physical activity environment
 - Encourage compliance with federal menu labeling regulations

III. Annual Objectives to support the Three-Year SNAP-Ed Local Objective listed above:

Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)

1. FFY 2017 (Year 1) Objective(s):

- a. By September 30, 2017, provide approved SNAP-Ed nutrition education and physical activity materials, resources and/or curriculum to residents in 1-2 adult rehabilitation centers/public/temporary housing facilities.
- b. By September 30, 2017, provide 2-4 trainings and TA to staff of 1-2 of adult rehabilitation centers/public/temporary housing facilities to improve menus, better manage food resources, and integrate physical activity.

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- c. By September 30, 2017, at least 1 adult rehabilitation center/public/temporary housing facility will develop and/or implement healthy site changes and policies to improve menu offerings, food resource management and access to healthy fruits, vegetables and beverages, and physical activity opportunities.
- d. By September 30, 2017, provide approved SNAP-Ed nutrition education and physical activity materials, resources and/or curriculum to 1-2 county agency/community sites.

2. FFY 2018 (Year 2) Objective(s):

- a. By September 30, 2018, provide approved SNAP-Ed nutrition education and physical activity materials, resources and/or curriculum to residents in 1 additional adult rehabilitation center/public/temporary housing facility.
- b. By September 30, 2018, 1 additional adult rehabilitation center/public/temporary housing facility will develop and/or implement healthy site changes to improve menu offerings, food resource management.
- c. By September 30, 2018, provide approved SNAP-Ed nutrition education and physical activity materials, resources and/or curriculum to 1 additional County agency/community site.

3. FFY 2019 (Year 3) Objective(s):

- a. By September 30, 2019, provide approved SNAP-Ed nutrition education and physical activity materials, resources and/or curriculum to residents in 1 additional adult rehabilitation center/public housing/temporary housing facility.
- b. By September 30, 2019, 1 additional adult rehabilitation center/public/temporary housing facility will develop and/or implement healthy site changes to improve menu offerings, food resource management.
- e. By September 30, 2019, provide approved SNAP-Ed nutrition education and physical activity materials, resources and/or curriculum to 1 additional County/community site.

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Three-Year SNAP-Ed Local Objective #1 (FFY 2017–FFY 2019):

By September 30, 2019, increase access to, and demand for, healthy foods and beverages at 2-4 SNAP-Ed qualifying adult rehabilitation/public or temporary housing facilities and 2-4 county programs /community organizations through adopted and implemented policy and physical site changes.

Activity Number	Activity Description	Intervention Categories*	Responsible SNAP-Ed Agency(ies)	Subcontractors	Time Frame: Year & Quarter** <i>Check all that apply</i>	Documentation																																												
1.1	<p>Educators will provide culturally appropriate series-based direct education at 2-4 SNAP-Ed approved adult rehabilitation centers/public/temporary housing facilities.</p> <ul style="list-style-type: none"> • Provide direct nutrition education using approved curricula through direct delivery to a minimum of 40-60 unduplicated SNAP-Ed adult participants at approved housing sites. • In Year 2, provide direct nutrition education using approved curricula through direct delivery to minimum of 20-30 unduplicated SNAP-Ed adult participants at approved housing sites. • In Year 3, provide direct nutrition education using approved curricula through direct delivery to minimum of 20-30 unduplicated 	<table border="1"> <tr><td>x</td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>	x	CED		CEI		MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	X	X	X	X	<p>Sign in sheets; materials distributed; presentations if used</p>
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	SNAP-Ed adult participants at approved housing sites.																																																				
1.2	Provide trainings on approved curricula and ongoing support to staff at SNAP-Ed qualifying adult rehabilitation centers/public/temporary housing facilities: 1-2 in Year 1, 1-3 sites in Year 2, and 2-3 sites in Year 3.	x	<table border="1"> <tr><td>CEI</td></tr> <tr><td>MPR</td></tr> <tr><td>C&C</td></tr> <tr><td>TTA</td></tr> </table>	CEI	MPR	C&C	TTA		<table border="1"> <tr><td>CWD</td></tr> <tr><td>LHD</td></tr> <tr><td>AAA</td></tr> <tr><td>UCCE</td></tr> <tr><td>CCC</td></tr> </table>	CWD	LHD	AAA	UCCE	CCC	CWD: LHD: AAA: UCCE: CCC:	<table border="1"> <tr><td colspan="4">Year 1</td></tr> <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> <tr><td colspan="4">Year 2</td></tr> <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> <tr><td colspan="4">Year 3</td></tr> <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>	Year 1				Q1	Q2	Q3	Q4	x	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	Sign in sheets; materials distributed; presentations if used
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1.3	Provide assistance and ongoing support to aid adult rehabilitation centers, public/temporary housing facilities and/or county agencies/community organizations to identify site changes and/or policies for their facility such as: <ul style="list-style-type: none"> • Healthy menu guidelines • Improved access to fruits and vegetables • Increased access to water and decreased availability to unhealthy beverages • Installation of edible garden • Increased physical activity opportunities 1-2 sites In Year 1, 1 additional site in Year 2, 1 additional site in Year 3 and provide ongoing support to all through year 3.	x	<table border="1"> <tr><td>CEI</td></tr> <tr><td>MPR</td></tr> <tr><td>C&C</td></tr> <tr><td>TTA</td></tr> </table>	CEI	MPR	C&C	TTA		<table border="1"> <tr><td>CWD</td></tr> <tr><td>LHD</td></tr> <tr><td>AAA</td></tr> <tr><td>UCCE</td></tr> <tr><td>CCC</td></tr> </table>	CWD	LHD	AAA	UCCE	CCC	CWD: LHD: AAA: UCCE: CCC:	<table border="1"> <tr><td colspan="4">Year 1</td></tr> <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> <tr><td colspan="4">Year 2</td></tr> <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> <tr><td colspan="4">Year 3</td></tr> <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>	Year 1				Q1	Q2	Q3	Q4	x	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	Meeting minutes and agendas Training materials
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<p>1.4</p>	<p>Develop partnership with local food bank for new food distribution site at 1 adult rehabilitation center /public housing/temporary housing facility or community based organization to increase access of healthy foods.</p>	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td>x</td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>		CED		CEI		MPR	x	C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>Meeting minutes and agendas</p>
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<p>1.5</p>	<p>Provide indirect education activities at 1-2 county agencies or community groups in Year 1, 1 additional site in Year 2, and 1 additional site in Year 3. Activities include but are not limited to displays, posters, brochures, newsletter submissions, etc. and may communicate messages from Rethink Your Drink, Harvest of the Month, etc.</p>	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td>x</td><td>CEI</td></tr> <tr><td>x</td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>		CED	x	CEI	x	MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>Materials, newsletters</p> <p>Submit: ATF</p>
	CED																																																	
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Q1	Q2	Q3	Q4																																															
X	X	X	X																																															
<p>1.6</p>	<p>Provide single-session direct education at 2-4 SNAP-Ed approved county agencies and/or community based organizations and provide ongoing support to the 2-4 sites through year 3.</p> <ul style="list-style-type: none"> In Year 1, provide direct nutrition or physical activity education using approved curricula to at least 25 unduplicated SNAP-Ed adult 	<table border="1"> <tr><td>x</td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>	x	CED		CEI		MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p>	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	X	<p>Sign in sheets; materials distributed; presentations if used</p>								
x	CED																																																	
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	<p>participants at 1-2 approved county agency or community based organizations.</p> <ul style="list-style-type: none"> In Year 2, provide direct nutrition or physical activity education using approved curricula to at least 20 unduplicated SNAP-Ed adult participants at 1 additional approved county agency or community based organizations. In Year 3, provide direct nutrition or physical activity education using approved curricula to at least 20 unduplicated SNAP-Ed adult participants at 1 additional approved county agency or community based organizations. 				<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																																					
Q1	Q2	Q3	Q4																																															
X	X	X	X																																															
1.7	<p>Annually participate in 1-2 public health national or local observances that supports healthy foods, beverages and physical activity. Examples include but are not limited to:</p> <ul style="list-style-type: none"> Fruit & Vegetable Fest Screen Free Week Walk to School Day Bike Month Water Week Latino Health Awareness Month National Nutrition Month <p>Promote activities in the local media.</p>	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td>x</td><td>CEI</td></tr> <tr><td>x</td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>		CED	x	CEI	x	MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td></td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD		LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x			x	Q1	Q2	Q3	Q4	x			x	Meeting minutes, materials and media clippings
	CED																																																	
x	CEI																																																	
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1.8	<p>Convene or attend approximately 10-20 meetings annually with organizations like CNAP, Food Policy Council, CalFresh Task Force, DHHS services</p>	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> </table>		CED		CEI	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> </table>		CWD	x	LHD	<p>CWD: LHD: AAA:</p>	<p>Year 1</p> <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	Meeting minutes and agendas																												
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	coordination, etc. focused on increasing food access and food security with the aim of collaborating, coordinating services, sharing successes and challenges.	<table border="1"> <tr><td></td><td>MPR</td></tr> <tr><td>x</td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		MPR	x	C&C	x	TTA	<table border="1"> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		AAA		UCCE		CCC	UCCE: CCC:	<p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	X	X	X	X	Training materials if used																
	MPR																																																	
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X	X	X	X																																															
1.9	<p>For Humboldt DHHS CalFresh Outreach Partnership contractors who purchase food for participants, develop food purchasing and menu guidelines policy and integrate policy into the CalFresh Partnership application process.</p> <ul style="list-style-type: none"> Year 1: Meet with DHHS-CalFresh Outreach Partnership Contract Team to develop policy. Year 2: Implement policy for all CalFresh contractors who purchase food for participants using CalFresh Outreach dollars. Year 3: Calfresh partnership adopts policy as part of the application process for Calfresh contracts. 	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		CED		CEI		MPR		C&C	x	TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	CWD: LHD: AAA: UCCE: CCC:	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	X	X	X	X	Meeting minutes, agendas, materials used
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		TTA	CCC	CCC:	Q1 Q2 Q3 Q4	
					Year 3	
					Q1 Q2 Q3 Q4	
1.11		CED	CWD	CWD:	Year 1	
		CEI	LHD	LHD:	Q1 Q2 Q3 Q4	
		MPR	AAA	AAA:		
		C&C	UCCE	UCCE:	Year 2	
		TTA	CCC	CCC:	Q1 Q2 Q3 Q4	
					Year 3	
					Q1 Q2 Q3 Q4	

***Intervention Categories Legend**

CED = Community/Nutrition and Physical Activity Education Direct; **CEI** = Community/Nutrition and Physical Activity Education Indirect; **MPR** = Media, Social Media, Public Relations and Messaging; **C&C** = Coordination and Collaboration; **TTA** = Training and Technical Assistance

****Time Frame: Year & Quarter:**

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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

Educational Materials, Resources, and Curriculum

Activity Number	Curriculum, Toolkit, Resource Name	SNAP-Ed Agency(ies)	Level of Evidence Base
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1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	"Choose MyPlate" materials and resources	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><td></td><td>Research Tested</td></tr> <tr><td></td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> <tr><td></td><td>N/A - Please describe below:</td></tr> </table>		Research Tested		Practice Tested		Emerging		N/A - Please describe below:
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1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Choosing Healthy Beverages	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><td></td><td>Research Tested</td></tr> <tr><td>x</td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> <tr><td></td><td>N/A - Please describe below:</td></tr> </table>		Research Tested	x	Practice Tested		Emerging		N/A - Please describe below:
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1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Toolbox for Community Educators	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><td></td><td>Research Tested</td></tr> <tr><td></td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> <tr><td></td><td>N/A - Please describe below:</td></tr> </table>		Research Tested		Practice Tested		Emerging		N/A - Please describe below:
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1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Plan, Shop, Save and Cook Curriculum	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><td></td><td>Research Tested</td></tr> <tr><td></td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> <tr><td></td><td>N/A - Please describe below:</td></tr> </table>		Research Tested		Practice Tested		Emerging		N/A - Please describe below:
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1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Cooking Matters- Share Our Strength	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> </table>		CWD	x	LHD		AAA		UCCE	<table border="1"> <tr><td>x</td><td>Research Tested</td></tr> <tr><td></td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> </table>	x	Research Tested		Practice Tested		Emerging				
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			CCC	N/A - Please describe below:
1.6	Eat Smart, Live Strong		CWD	Research Tested
		x	LHD	Practice Tested
			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Shape of Yoga		CWD	Research Tested
		x	LHD	Practice Tested
			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Power Up in 10		CWD	Research Tested
		x	LHD	Practice Tested
			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Nutrition 5 class series		CWD	Research Tested
		x	LHD	x Practice Tested
			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
1.2,1.3, 1.5, 1.8	Harvest of the Month		CWD	Research Tested
		x	LHD	x Practice Tested
			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
1.1, 1.2, 1.6	Cooking for Health Academy		CWD	Research Tested
		x	LHD	x Practice Tested

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			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
1.1, 1.2, 1.3, 1.5, 1.6, 1.7,	Food Smarts Workshop - Leah's Pantry		CWD	Research Tested
		x	LHD	x Practice Tested
			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
1.1, 1.2	Faithful Families Eating Smart and Moving More		CWD	Research Tested
		x	LHD	x Practice Tested
			AAA	Emerging
			UCCE	N/A - Please describe below:
			CCC	
			CWD	Research Tested
			LHD	Practice Tested
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			CCC	

Evaluation Activities (FFY 2017 - FFY 2019)

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Activity Number	Evaluation Activity Description	Formative	Process	Outcome or Impact	Responsible SNAP-Ed Agency(ies)	Time Frame: Year & Quarter** Check all that apply	Tool/Documentation																																												
E.1.1	Conduct and analyze evaluation tools for direct education for activity 1.1 and 1.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<table border="1"> <tr><td></td><td>EARS/ATF</td></tr> <tr><td></td><td>PSE RE-AIM Report</td></tr> <tr><td></td><td>UC CalFresh Workbook</td></tr> <tr><td>x</td><td>Food Behavior Checklist</td></tr> <tr><td></td><td>UC Intent to Change</td></tr> </table> <p>List other:</p>		EARS/ATF		PSE RE-AIM Report		UC CalFresh Workbook	x	Food Behavior Checklist		UC Intent to Change
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E.1.2	Summarize healthy food access changes implemented by adult rehabilitation centers and/or public housing facility partners.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<table border="1"> <tr><td>x</td><td>EARS/ATF</td></tr> <tr><td>x</td><td>PSE RE-AIM Report</td></tr> <tr><td></td><td>UC CalFresh Workbook</td></tr> <tr><td></td><td>Food Behavior Checklist</td></tr> <tr><td></td><td>UC Intent to Change</td></tr> </table> <p>List other:</p>	x	EARS/ATF	x	PSE RE-AIM Report		UC CalFresh Workbook		Food Behavior Checklist		UC Intent to Change
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						UCCE		Year 2		UC CalFresh Workbook
						CCC		Q1 Q2 Q3 Q4		Food Behavior Checklist
								Year 3		UC Intent to Change
								Q1 Q2 Q3 Q4		List other:

****Time Frame: Year & Quarter:**

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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

SECTION C: INTERVENTION PLAN

I. Three-Year SNAP-Ed Local Objective #2 (FFY 2017–FFY 2019):

Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)

By September 30, 2019 4 low resource schools will make changes to school policies, physical environment, and institutional capacity to support improved nutrition and physical activity behaviors among students, parents, and teachers.

SNAP-Ed State Goals (*check all that apply*):

x	Goal 1: Food and Beverages (Behavioral)
	Goal 2: Physical Activity (Behavioral)
	Goal 3: Food Resource Management (Behavioral)
x	Goal 4: Access to and/or appeal of dietary choices (Physical and Social Environmental)
	Goal 5: Access to and/or appeal of physical activity opportunities (Physical and Social Environmental)

II. PSE Strategy(ies) that support the Three-Year SNAP-Ed Local Objective listed above:

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- Healthy Eating
 - Smarter Lunchrooms Movement (SLM)

III. Annual Objectives to support the Three-Year SNAP-Ed Local Objective listed above:

Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)

1. FFY 2017 (Year 1) Objective(s):

- a. By Sept. 30, 2017 at 4 low resource school sites, LIA educators and 60 trained extenders (classroom teachers) will reach 400 elementary students with direct education, 1100 students with indirect education, and 1500 parents with indirect education and LIA staff will work with partners including school food service staff/school wellness committees to improve 1 school environment by increasing sourcing of local produce and adoption of Smarter Lunchroom Movement strategies.

2. FFY 2018 (Year 2) Objective(s):

- a. By Sept. 30, 2018 at 4 low resource school sites, LIA educators and 45 trained extenders (classroom teachers) will reach 1100 elementary students and their parents with indirect education and LIA staff will work with school food service partners/school wellness committee to improve one additional school cafeteria environment by increasing local procurement and adoption of Smarter Lunchroom Movement strategies.

2. FFY 2019 (Year 3) Objective(s):

- a. By Sept. 30, 2018 at 4 low resource school sites, LIA educators and 45 trained extenders (classroom teachers) will reach 1100 elementary students and their parents with indirect education.

Three-Year SNAP-Ed Local Objective #2 (FFY 2017–FFY 2019):

By September 30, 2019 4 low resource schools will make changes to school policies, physical environment, and institutional capacity to support improved nutrition and physical activity behaviors among students, parents, and teachers.

Activity Number	Activity Description	Intervention Categories*	Responsible SNAP-Ed Agency(ies)	Subcontractors	Time Frame: Year & Quarter**	Documentation
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						<i>Check all that apply</i>																																												
2.1	Develop Harvest of the Month (HOTM) schedule for school year 2016-2017, 2017-2018, 2018-2019.	<table border="1"> <tr><td>x</td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td>x</td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>	x	CED		CEI	x	MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	CWD: LHD: HCOE AAA: UCCE: CCC:	Year 1 <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> Year 2 <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> Year 3 <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				Q1	Q2	Q3	Q4	x				Q1	Q2	Q3	Q4	x				Meeting minutes, materials
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2.2	Increase local procurement and Farm to School connections with HOTM tastings. Make cafeteria connections through promotion of HOTM using posters, point of services materials .	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td>x</td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>		CED		CEI	x	MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	CWD: LHD: HCOE AAA: UCCE: CCC:	Year 1 <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> Year 2 <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> Year 3 <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	Meeting minutes, agendas, materials used
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2.3	On a monthly basis procure, assemble and deliver HOTM educational materials and produce for 60 participating classrooms in Year 1; 45 participating classrooms in Year 2 and Year 3 annually.	<table border="1"> <tr><td>x</td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>	x	CED		CEI		MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	CWD: LHD: HCOE AAA: UCCE: CCC:	Year 1 <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> Year 2 <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	Q1	Q2	Q3	Q4	x	x	x	x	Materials used								
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2.4	Provide monthly indirect nutrition education using USDA approved materials to 1100 K-3 grade students at 4 SNAP-Ed qualifying school sites in Year 1; 1100 students at four SNAP-Ed eligible schools in Year 2 and Year 3.	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td>x</td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>		CED	x	CEI		MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: HCOE AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	X	X	X	X	Reporting Tools, Informational flyers, Quarterly Reports, Sign in sheets
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2.5	Provide monthly direct nutrition education using HOTM workbooks to 400 students at four SNAP-Ed qualifying school sites in Year 1. Indirect education will be maintained in the same schools years 2 and 3.	<table border="1"> <tr><td>x</td><td>CED</td></tr> <tr><td>x</td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>	x	CED	x	CEI		MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: HCOE AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	X	X	X	X	EARS- Quarterly Reports; Quarterly Reporting Workbooks, Copies of evaluation tools utilized
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2.6	Provide monthly indirect education to parents at 4 SNAP-Ed qualifying school sites through HOTM article in school newsletter and HOTM school menu templates. Approximate reach is 1,500 in Year 1 and 1,100 in Year 2 and Year 3.	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td>x</td><td>CEI</td></tr> <tr><td>x</td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>		CED	x	CEI	x	MPR		C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: HCOE AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	Reporting Tools, Informational flyers, Quarterly Reports, Sign in sheets
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2.7	Identify sites with the capacity and interest to implement Smarter Lunchroom Movement (SLM) strategies.	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		CED		CEI		MPR		C&C	x	TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: HCOE AAA: UCCE: CCC: :</p>	<p>Year 1</p> <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> <p>Year 2</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> <p>Year 3</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>	Q1	Q2	Q3	Q4	x				Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4					SLM scorecard assessment; PSE Annual reporting; Reporting Tools Workbook (RTW)
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2.8	Provide SLM training to food service director and staff and conduct scorecard assessment.	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		CED		CEI		MPR		C&C	x	TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: HCOE AAA: UCCE: CCC:</p>	<p>Year 1</p> <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></td><td></td></tr> </table> <p>Year 2</p> <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	x			Q1	Q2	Q3	Q4	x				Training sign in sheets; SLM scorecard assessment;								
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Supplemental Nutrition Assistance Program Education (SNAP-Ed)

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								Year 3					
								Q1	Q2	Q3	Q4		
2.9	Provide ongoing technical assistance for adopting SLM strategies for one school site in Year 1 and an additional school site in Year 2.		CED		CWD	CWD:		Year 1				Training Sign in sheets, minutes	
			CEI	x	LHD	LHD: HCOE		Q1	Q2	Q3	Q4		
			MPR		AAA	AAA:	x	x	x	x			
			C&C		UCCE	UCCE:		Year 2					
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***Intervention Categories Legend**

CED = Community/Nutrition and Physical Activity Education Direct; **CE**I = Community/Nutrition and Physical Activity Education Indirect; **MP**R = Media, Social Media, Public Relations and Messaging; **C&C** = Coordination and Collaboration; **TT**A = Training and Technical Assistance

****Time Frame: Year & Quarter:**

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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

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Educational Materials, Resources, and Curriculum

Activity Number	Curriculum, Toolkit, Resource Name	SNAP-Ed Agency(ies)		Level of Evidence Base	
2.7, 2.8, 2.9	Smarter Lunchrooms Movement		CWD	x	Research Tested
		x	LHD		Practice Tested
			AAA		Emerging
			UCCE		N/A - Please describe below:
			CCC		
2.1, 2.2, 3.3, 2.4, 2.5, 2.6	Harvest of the Month materials		CWD		Research Tested
		x	LHD	x	Practice Tested
			AAA		Emerging
			UCCE		N/A - Please describe below:
			CCC		
2.5	Harvest of the Month workbooks		CWD		Research Tested
		x	LHD	x	Practice Tested
			AAA		Emerging
			UCCE		N/A - Please describe below:
			CCC		
			CWD		Research Tested

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			LHD		Practice Tested
			AAA		Emerging
			UCCE		N/A - Please describe below:
			CCC		
			CWD		Research Tested
			LHD		Practice Tested
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			UCCE		N/A - Please describe below:
			CCC		

Evaluation Activities (FFY 2017 - FFY 2019)

[(Evaluation Type)]

Activity Number	Evaluation Activity Description	Formative	Process	Outcome or Impact	Responsible SNAP-Ed Agency(ies)	Time Frame: Year & Quarter** Check all that apply	Tool/Documentation																																								
E.2.1	SLM pre and post assessment using SLM scorecard.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td></td><td></td></tr> <tr><th colspan="4">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td></td><td></td><td></td></tr> </table>	Year 1				Q1	Q2	Q3	Q4	x	x			Year 2				Q1	Q2	Q3	Q4	x				<table border="1"> <tr><td></td><td>EARS/ATF</td></tr> <tr><td>x</td><td>PSE RE-AIM Report</td></tr> <tr><td></td><td>UC CalFresh Workbook</td></tr> </table>		EARS/ATF	x	PSE RE-AIM Report		UC CalFresh Workbook
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E.2.2	Conduct HOTM classroom survey with participating teachers to obtain program feedback, environmental changes and student changes in behavior.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td></td><td></td><td>x</td></tr> <tr><th colspan="4">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>xx</td><td></td><td></td><td>x</td></tr> <tr><th colspan="4">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td></td><td>x</td></tr> </table>	Year 1				Q1	Q2	Q3	Q4	x			x	Year 2				Q1	Q2	Q3	Q4	xx			x	Year 3				Q1	Q2	Q3	Q4				x	<table border="1"> <tr><td>EARS/ATF</td></tr> <tr><td>PSE RE-AIM Report</td></tr> <tr><td>UC CalFresh Workbook</td></tr> <tr><td>x Food Behavior Checklist</td></tr> <tr><td>UC Intent to Change</td></tr> </table> <p>List other:</p>	EARS/ATF	PSE RE-AIM Report	UC CalFresh Workbook	x Food Behavior Checklist	UC Intent to Change
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E.2.3	Demonstrate positive outcomes through improved scorecard assessments. Approximate reach is 375 in Year 1 and 625 in Year 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td></td><td>x</td></tr> <tr><th colspan="4">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td></td><td>x</td></tr> <tr><th colspan="4">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>	Year 1				Q1	Q2	Q3	Q4				x	Year 2				Q1	Q2	Q3	Q4				x	Year 3				Q1	Q2	Q3	Q4					<table border="1"> <tr><td>x EARS/ATF</td></tr> <tr><td>PSE RE-AIM Report</td></tr> <tr><td>UC CalFresh Workbook</td></tr> <tr><td>Food Behavior Checklist</td></tr> <tr><td>UC Intent to Change</td></tr> </table> <p>List other:</p>	x EARS/ATF	PSE RE-AIM Report	UC CalFresh Workbook	Food Behavior Checklist	UC Intent to Change
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Supplemental Nutrition Assistance Program Education (SNAP-Ed)

**Three-Year
Integrated Work Plan
FFY 2017–2019**

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****Time Frame: Year & Quarter:**

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SECTION C: INTERVENTION PLAN

I. Three-Year SNAP-Ed Local Objective #3 (FFY 2017–FFY 2019):

Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)

By September 2019, increase availability of healthy foods through adoption and implementation of policies that incentivize the provision of healthy foods in retail settings and/or mobile vending services in qualifying neighborhoods.

SNAP-Ed State Goals (*check all that apply*):

	Goal 1: Food and Beverages (Behavioral)
	Goal 2: Physical Activity (Behavioral)
	Goal 3: Food Resource Management (Behavioral)
x	Goal 4: Access to and/or appeal of dietary choices(Physical and Social Environmental)
	Goal 5: Access to and/or appeal of physical activity opportunities (Physical and Social Environmental)

II. PSE Strategy(ies) that support the Three-Year SNAP-Ed Local Objective listed above:

- Healthy Food & Beverage Standards
 - Healthy Food Zones

III. Annual Objectives to support the Three-Year SNAP-Ed Local Objective listed above:

Supplemental Nutrition Assistance Program Education (SNAP-Ed)**Three-Year
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FFY 2017–2019**

Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)

1. FFY 2017 (Year 1) Objective(s):

- a. Educate local stakeholders, City of Eureka staff through 1-3 meetings and public forums about the need for healthy retail and mobile vending policies.
- b. Develop collaborative relationships with community based organizations, individuals and other stakeholders interested in promoting access to healthy foods.

2. FFY 2018 (Year 2) Objective(s):

- a. LHD staff will have drafted model healthy policies for corner stores/retailers/mobile vendors in the City of Eureka.
- b. Develop relationships with 2 retailers/mobile vendors in qualifying census tract, conduct at least 2 customer surveys, complete focus group or other surveys with nearby adult rehabilitation center.

3. FFY 2019 (Year 3) Objective(s):

- a. City of Eureka will have passed healthy retail/mobile vendor policy that incentivizes the sale of healthy foods in qualifying neighborhoods.

Three-Year SNAP-Ed Local Objective #3 (FFY 2017–FFY 2019):

By September 2019, increase availability of healthy foods through adoption and implementation of policies that incentivize the provision of healthy foods in retail settings and/or mobile vending services in qualifying neighborhoods.

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

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Activity Number	Activity Description	Intervention Categories*	Responsible SNAP-Ed Agency(ies)	Subcontractors	Time Frame: Year & Quarter** <i>Check all that apply</i>	Documentation																																												
3.1	Work with the "Healthy Stores for a Healthy Community" Task Force. Plan coordinated effort to provide training & technical assistance for planning efforts supporting healthy retail policies.	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td>x</td><td>C&C</td></tr> <tr><td></td><td>TTA</td></tr> </table>		CED		CEI		MPR	x	C&C		TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	CWD: LHD: AAA: UCCE: CCC:	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	
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3.2	Research model healthy policies around retail/mobile vending and compile educational materials and council packets.	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		CED		CEI		MPR		C&C	x	TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	CWD: LHD: AAA: UCCE: CCC:	<p>Year 1</p> <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></td><td></td></tr> </table> <p>Year 2</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> <p>Year 3</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>	Q1	Q2	Q3	Q4	x	x			Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4					
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<p>3.3</p>	<p>Attend or conduct 1-3 meetings and/or public forums annually to educate City of Eureka staff, stakeholders, the public about the importance of access to healthy foods and beverages as it relates to chronic disease and obesity prevention.</p> <ul style="list-style-type: none"> Year 1: Develop relationships/educate stakeholders and/or decision makers. Year 2: LHD will provide draft healthy retail/mobile vending policy to City of Eureka. Year 3: City of Eureka adopts policy incentivizing sale of healthy foods by retailers and/or mobile vendors. 	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td>x</td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		CED		CEI		MPR	x	C&C	x	TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	
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<p>3.4</p>	<p>Educate/Develop relationship with Eureka High School or other qualified school site regarding healthy vending around school site.</p>	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td></td><td>MPR</td></tr> <tr><td>x</td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		CED		CEI		MPR	x	C&C	x	TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <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> <p>Year 2</p> <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> <p>Year 3</p> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	
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<p>3.5</p>	<p>Provide technical assistance to retailers around healthy vending and/or retail policy. Survey businesses on barriers and/or what resources they need to make healthy changes. Provide healthy marketing materials to interested retailers in qualifying neighborhoods. Marketing materials may include NEOPB Retail and Harvest of the</p>	<table border="1"> <tr><td></td><td>CED</td></tr> <tr><td></td><td>CEI</td></tr> <tr><td>x</td><td>MPR</td></tr> <tr><td></td><td>C&C</td></tr> <tr><td>x</td><td>TTA</td></tr> </table>		CED		CEI	x	MPR		C&C	x	TTA	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td>x</td><td></td></tr> </table> <p>Year 2</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>	Q1	Q2	Q3	Q4			x		Q1	Q2	Q3	Q4													
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	Month signage, posters, newsletters, and NEOPB recipe cards to 2-4 SNAP-Ed qualifying retailers.					<table border="1"> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4">Year 3</td> </tr> <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>	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x																																							
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3.6	Conduct post-intervention retail assessments at the 2-4 businesses receiving interventions to assess any changes in access to healthy foods and beverages.	<table border="1"> <tr> <td></td> <td>CED</td> </tr> <tr> <td></td> <td>CEI</td> </tr> <tr> <td></td> <td>MPR</td> </tr> <tr> <td></td> <td>C&C</td> </tr> <tr> <td>x</td> <td>TTA</td> </tr> </table>		CED		CEI		MPR		C&C	x	TTA	<table border="1"> <tr> <td></td> <td>CWD</td> </tr> <tr> <td>x</td> <td>LHD</td> </tr> <tr> <td></td> <td>AAA</td> </tr> <tr> <td></td> <td>UCCE</td> </tr> <tr> <td></td> <td>CCC</td> </tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<p>CWD: LHD: AAA: UCCE: CCC:</p>	<table border="1"> <tr> <td colspan="4">Year 1</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Year 2</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td></td> <td></td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4">Year 3</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td></td> <td></td> <td>x</td> <td>x</td> </tr> </table>	Year 1				Q1	Q2	Q3	Q4					Year 2				Q1	Q2	Q3	Q4			x	x	Year 3				Q1	Q2	Q3	Q4			x	x
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			TTA		CCC		Q1	Q2	Q3	Q4	
							Year 3				
							Q1	Q2	Q3	Q4	
								X	X	X	

***Intervention Categories Legend**

CEI = Community/Nutrition and Physical Activity Education Indirect; **MPR** = Media, Social Media, Public Relations and Messaging; **C&C** = Coordination and Collaboration; **TTA** = Training and Technical Assistance

****Time Frame: Year & Quarter:**

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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

Educational Materials, Resources, and Curriculum

Activity Number	Curriculum, Toolkit, Resource Name	SNAP-Ed Agency(ies)	Level of Evidence Base																		
3.3, 3.8	CX3 Food Availability and Marketing Survey & Communication Tools	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><td></td><td>Research Tested</td></tr> <tr><td></td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> <tr><td>x</td><td>N/A - Please describe below:</td></tr> </table> <p>Submitted to USDA toolkit FY 15, accepted; categorization pending.</p>		Research Tested		Practice Tested		Emerging	x	N/A - Please describe below:
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3.5, 3.6, 3.7, 3.9	CDPH NEOPB Retail Program: Produce Quick Tips and Handling Guide, Retail Food Sampling, in-store radio advertising, in-store marketing materials, and fruit and veggies fest public relations materials.	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><td>x</td><td>Research Tested</td></tr> <tr><td></td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> <tr><td></td><td>N/A - Please describe below:</td></tr> </table>	x	Research Tested		Practice Tested		Emerging		N/A - Please describe below:
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3.1, 3.2, 3.3, 3.4	Healthy Retail Recognition; Health on the Shelf	<table border="1"> <tr><td></td><td>CWD</td></tr> <tr><td>x</td><td>LHD</td></tr> <tr><td></td><td>AAA</td></tr> <tr><td></td><td>UCCE</td></tr> <tr><td></td><td>CCC</td></tr> </table>		CWD	x	LHD		AAA		UCCE		CCC	<table border="1"> <tr><td></td><td>Research Tested</td></tr> <tr><td></td><td>Practice Tested</td></tr> <tr><td></td><td>Emerging</td></tr> <tr><td>x</td><td>N/A - Please describe below:</td></tr> </table> <p>Submitted to toolkit FY 15, accepted; categorization pending.</p>		Research Tested		Practice Tested		Emerging	x	N/A - Please describe below:
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			CCC	N/A - Please describe below:
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Evaluation Activities (FFY 2017 - FFY 2019)

[(Evaluation Type)]

Activity Number	Evaluation Activity Description	Formative	Process	Outcome or Impact	Responsible SNAP-Ed Agency(ies)		Time Frame: Year & Quarter** Check all that apply	Tool/Documentation																																					
E.3.1	Neighborhood retail food environment assessments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CWD	<table border="1"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td>x</td><td></td></tr> </table> <table border="1"> <tr><th colspan="4">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td>x</td><td></td></tr> </table> <table border="1"> <tr><th colspan="4">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td>x</td><td>x</td></tr> </table>	Year 1				Q1	Q2	Q3	Q4			x		Year 2				Q1	Q2	Q3	Q4			x		Year 3				Q1	Q2	Q3	Q4			x	x	<input checked="" type="checkbox"/>	EARS/ATF PSE RE-AIM Report UC CalFresh Workbook Food Behavior Checklist UC Intent to Change
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E.3.2	Key informant interviews with retail business owners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CWD	<table border="1"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td>x</td><td>x</td><td></td></tr> </table>	Year 1				Q1	Q2	Q3	Q4		x	x		<input checked="" type="checkbox"/>	EARS/ATF PSE RE-AIM Report																								
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E.3.3	Summarize healthy food access changes implemented by retail partners.		x		<table border="1"> <tr><td>CWD</td></tr> <tr><td>x LHD</td></tr> <tr><td>AAA</td></tr> <tr><td>UCCE</td></tr> <tr><td>CCC</td></tr> </table>	CWD	x LHD	AAA	UCCE	CCC	<table border="1"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> <table border="1"> <tr><th colspan="4">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td></td><td>x</td></tr> </table> <table border="1"> <tr><th colspan="4">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td></td><td>x</td><td>x</td></tr> </table>	Year 1				Q1	Q2	Q3	Q4					Year 2				Q1	Q2	Q3	Q4				x	Year 3				Q1	Q2	Q3	Q4			x	x	<table border="1"> <tr><td>x EARS/ATF</td></tr> <tr><td>x PSE RE-AIM Report</td></tr> <tr><td>UC CalFresh Workbook</td></tr> <tr><td>Food Behavior Checklist</td></tr> <tr><td>UC Intent to Change</td></tr> </table> <p>List other:</p>	x EARS/ATF	x PSE RE-AIM Report	UC CalFresh Workbook	Food Behavior Checklist	UC Intent to Change
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**Time Frame: Year & Quarter:

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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

SNAP-Ed FFY 2017 Budget

Exhibit A5

Organization Name:	California Department of Public Health
County/Jurisdiction:	County of Humboldt
FFY 2017 Total Budget:	\$ 393,174.00
Budget Adjustment Request #:	

	Expenses*	Carry-In FFY 2016 Budget****	FFY 2016 Budget	FFY 2017 Budget	% Difference
1	Salaries/Benefits	\$42,419	\$288,721	\$270,046	-6.47%
2	Non-Capital Equipment/Supplies	\$1,347	\$2,043	\$960	-53.01%
3	Materials	\$1,049	\$6,136	\$2,067	-66.31%
4	Travel & Per Diem	-\$3,001	\$15,855	\$5,224	-67.05%
5	Building/Space	\$3,958	\$19,789	\$18,208	-7.99%
6	Maintenance	\$595	\$2,974	\$3,556	19.57%
7	Equipment and Other Capital Expenditures	\$0	\$0	\$0	
8	Contracts/Sub-Grants/Agreements**	\$23,444	\$147,440	\$78,636	-46.67%
	Total Direct Costs:	\$69,811	\$482,958	\$378,697	-21.59%
9	Indirect Costs*** Indirect Cost Rate= %	\$8,112	\$8,507	\$14,477	70.18%
	Total Federal Funds	\$77,923	\$491,465	\$393,174	-20.00%

Budget Categories	Justification For Difference Greater Than 5% From FFY 2016 Budget
1 Salaries/Benefits	Salaries and benefits have been reduced due to reduced allocation of NEOP funds. Total NEOP FTE has decreased from 4.22 in FFY 2016 to 3.195 in FFY 2017.
2 Non-Capital Equipment/Supplies	Non-capital Equipment/Supplies have decreased significantly due to decreased FTE in the NEOP program and shifts in the Integrated Work Plan (IWP). Notably, this year's budget does not contain outside printing costs, which accounted for \$1235 (60.5%) of this budget line in FFY 2016.
3 Materials	The reduction in allocation in FFY2017 for has resulted in less funds available for materials. Additionally, the shift in the IWP toward more targeted nutrition education approach has resulted in a reduced need for materials in FFY 2017.
4 Travel & Per Diem	In FFY 2017, the IWP's geographically targeted approach reduces the need for local travel as nutrition education efforts will be concentrated within the City of Eureka. Additionally, reduction in allocation has resulted in a reduction in NEOP FTE and funds available for NEOP staff travel in FFY2017.
5 Building/Space	Total NEOP FTE has decreased from 4.22 in FFY 2016 to 3.195 in FFY 2017. Thus, rental expenses decreased despite an increase in the per FTE building costs.

County of Humboldt,
CDPH, FFY 2017
Budget, D2016

SNAP-Ed FFY 2017 Budget

Exhibit A5

6	Maintenance	Due to increases in building operating expenses, maintenance costs per FTE employed have increased in FF 2017.
7	Equipment and Other Capital Expenditures	n/a
8	Contracts/Sub-Grants/Agreements	Sub-contracts have been decreased commensurate with reduction in program allocation in FFY 2017.
9	Indirect Costs	Increase in Indirect costs in order to claim additional costs incurred by program that have historically not been claimed.

*Provide narrative describing all expenses.

**Retain copies on site.

***Provide assurances that the indirect cost rate is an approved rate (Financial and Cost Policy Supplement).

****Please note that funds cannot be carried over into the next Federal Fiscal Year if the funds are in the last year of their 2-year period of performance.

Exhibit B
Budget Detail and Payment Provisions

1. **Invoicing and Payment**

- A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted in triplicate not more frequently than quarterly in arrears to:

Kisha Holmes, Grant Manager
California Department of Public Health
Nutrition Education and Obesity Prevention Branch
1616 Capitol Avenue, MS 7204
Sacramento, CA 95814

C. Invoices shall:

- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
- 2) Bear the Grantee's name as shown on the Grant.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

2. **Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act 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 shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

3. **Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Exhibit B
Budget Detail and Payment Provisions

4. **Amounts Payable**

A. The amounts payable under this Grant shall not exceed:

- 1) \$393,173 for the budget period of 10/1/16 through 9/30/17.
- 2) \$393,173 for the budget period of 10/1/17 through 9/30/18.
- 3) \$393,173 for the budget period of 10/1/18 through 9/30/19.

B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.

5. **Timely Submission of Final Invoice**

A. A final undisputed invoice shall be submitted for payment no more than **sixty (60)** calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

6. **Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

EXHIBIT C

STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.

7. FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:

Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

8. GOVERNING LAW: This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

9. INCOME RESTRICTIONS: Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.

10. INDEPENDENT GRANTEE: Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.

11. MEDIA EVENTS: Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.

12. NO THIRD-PARTY RIGHTS: The Department and Grantee do not intend to create any rights or remedies for any third-party as a beneficiary of this Grant or the project.

13. NOTICE: Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.

14. PROFESSIONALS: Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.

15. RECORDS: Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

- Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
- Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
- Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
- Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
- Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.

16. RELATED LITIGATION: Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: The Department and Grantee agree that any action arising

out of this Grant shall be filed and maintained in the Superior Court, County of Sacramento, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

EXHIBIT D
REQUEST FOR APPLICATION*

Including all the requirements and Attachments contained therein

***Incorporated by reference and located:**

<http://www.cdph.ca.gov/programs/NEOPB/Pages/SNAP-EdFundingApplicationGuidanceFFY2017-2019.aspx>

The following pages contain the Funding Announcement Letter and Funding Application Request FFY 17-19 pertaining to the NEOPB SNAP-Ed Funding Application Guidance FFY 17-19. For a more complete review of all the documents contained, please visit the link above.



KAREN L. SMITH, MD, MPH
Director and State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

October 2, 2015

To: Local Health Departments

FEDERAL FISCAL YEARS (FFY) 2017-2019 SUPPLEMENTAL NUTRITION
ASSISTANCE PROGRAM-EDUCATION (SNAP-ED) FUNDING APPLICATION
GUIDANCE FOR LOCAL HEALTH DEPARTMENTS

This solicitation letter provides an overview of the funding application process for FFY 2017-2019 for all Local Health Departments intending to provide SNAP-Ed services funded by the United States Department of Agriculture's (USDA) in their respective counties. The SNAP-Ed goal is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and the the USDA guidance.

For applying Local Health Departments, the Nutrition Education and Obesity Prevention Branch (NEOPB) requires detailed documentation for each contractor in order to complete the United States Department of Agriculture's (USDA) three year State Plan and for preparation of state contracts.

General Considerations

Supplemental Nutrition Assistance Program Federal Guidance has not been released by USDA for FFY 2017-2019; therefore, additional changes may be required at any time during the application process or during the funded years. SNAP-Ed intervention sites can only be used by one SNAP-Ed agency for each type of strategy, therefore before submitting the application, the integrated work plan must be coordinated with all other funded local implementing agencies in your area to insure this requirement is applied.

Documentation Submission/Completion Instructions

Local Health Departments who intend to participate in the NEOPB SNAP-Ed funding opportunity for FFY 2017-2019 must submit a Non-Binding Letter of Intent by October 30, 2015, by 4:00 p.m. to confirm their intent to participate. The Letter of Intent also allows the Local Health Department an option to choose to designate a non-profit organization to apply for the contract for services in their county in place of the local health department directly applying.

Submit the Letter of Intent via email to the attention of Melissa Relles at the email address listed below:

Letter of Intent

SNAP-Ed Application FFY 17-19
Attention: Melissa Relles
California Department of Public Health
Nutrition Education and Obesity Prevention Branch
Email: NEOPBfiscalrequest@cdph.ca.gov

Completed application packages must be submitted electronically by March 11, 2016, by 4:00 p.m. The application checklist designates the correct forms to submit. Incomplete packages will be returned. The application documents can be found at the CDPH web site:

<http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx>

Forms and Instructions

Letter of Intent

Form 1: SNAP-Ed FFY 2017-19 Application Checklist

Form 2: Contractor Information Form (CIF)

FFY 17-19 SNAP-Ed Integrated Work Plan Instructions – coming soon

Form 3: FFY 17-19 SNAP-Ed Integrated Work Plan – coming soon

SNAP-Ed FFY 2017 Targeting Summary Instructions – coming soon

Form 4: FFY 2017 Targeting Summary – coming soon

Form 5: FFY 2017 Budget – coming soon

Form 6: FFY 2018 Budget – coming soon

Form 7: FFY 2019 Budget – coming soon

Letter of Agreement (If applicable)

Request for Non-NEOPB Sponsored Travel Form (if applicable)

Attachments/Resources

Attachment 1: NEOPB Approved Curriculum List

Attachment 2: NEOPB Approved Resources List

Attachment 3: FRPM Data

Attachment 4: ACS 2006-2010 Census Tracts, Ethnicities

Attachment 5: ACS 2008-2012 Census Block Groups, All Races

Attachment 6: ACS 2008-2012 Census Tracts, All Races

Attachment 7: ACS 2008-2012 Census Tracts, Ethnicities

October 2, 2015

Page 3

- Attachment 8: ACS 2009-2013 Census Block Groups, All Races
- Attachment 9: ACS 2009-2013 Census Tracts, All Races
- Attachment 10: ACS 2009-2013 Census Tracts, Ethnicities
- Attachment 11: Federally Qualified Health Centers
- Attachment 12: USDA WRO Targeting Methodologies Summary
- Attachment 13: SNAP-Ed Strategies & Interventions: An Obesity Prevention Toolkit for States
- Attachment 14: Social Ecological Model
- Attachment 15: Institute of Medicine Report: Accelerating Progress in Obesity Prevention
- Attachment 16: CDC's Recommended Community Strategies and Measurements to Prevent Obesity in the United States
- Attachment 17: Theory at a Glance: A Guide for Health Promotion Practice
- Attachment 18: USDA SNAP-Ed Guidance
- Attachment 19: Travel Worksheet – coming soon
- Attachment 20: NEOPB Fiscal and Administrative Guidelines Manual
- Attachment 21: Portfolio Guidance
- Attachment 22: Portfolio Settings
- Attachment 23: Portfolio (Live, Ages 18+)
- Attachment 24: Portfolio (Learn, Ages 0-5)
- Attachment 25: Portfolio (Learn, Ages 6-17)
- Attachment 26: Portfolio (Shop, Ages 18+)
- Attachment 27: Portfolio (Work, Ages 18+)
- Attachment 28: NEOPB SNAP-Ed FFY 2017-2019 Funding Projections

If you have questions regarding the FFY 2017-2019 funding application, please contact your assigned Contact Manager (CM) or Project Officer (PO). If you do not have an assigned CM or PO contact (916) 449-5409.

Sincerely,



John Talarico, DO, MPH, Chief
Nutrition Education and Obesity Prevention Branch

FUNDING APPLICATION REQUEST
FFY 2017-2019

Supplemental Nutrition Assistance Program Education Guidance
Nutrition Education and Obesity Prevention Branch

Released October 2, 2015

Applications due on March 11, 2016 by 4:00 p.m.

Nutrition Education and Obesity Prevention Branch
California Department of Public Health
1616 Capitol Avenue, Suite 74.516
PO Box 997377, MS 7204
Sacramento, CA 95899



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663.

TIMELINE

DATE	ACTIVITY
October 2, 2015	Guidance released on website
October 21, 2015	Informational Teleconference
October 30, 2015	Mandatory, non-binding Letter of Intent due by 4 p.m.
March 11, 2016	Applications due by 4 p.m.
September 30, 2016	Notification of award sent to all applicants
October 1, 2016	Contract begins

Please note: Applicants must check the website frequently for any Guidance addenda, which includes additional application information. The website is:

<http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx>

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**Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed)
Funding Application Request FFY 2017-2019
(Guidance Application)**

I. INTRODUCTION

Overall Purpose of Funding Application Request

The Nutrition Education and Obesity Prevention Branch (NEOPB) of the California Department of Public Health (CDPH) is soliciting applications from all Local Health Departments to provide SNAP-Ed allowable nutrition education and obesity prevention activities and interventions for low-income Californians. The negative health effects of obesity and resulting chronic diseases, such as heart disease, high blood pressure, diabetes, arthritis, and some forms of cancer are well-documented. Obesity rates continue to grow and remain high among children, adolescents, and adults. The focus of SNAP-Ed is health promotion to help the SNAP-Ed target audience establish healthy eating habits and a physically active lifestyle and for primary prevention of diseases to help the target audience who have risk factors for nutrition related chronic diseases, such as obesity, prevent and postpone the onset of disease by establishing healthier eating habits and being more physically active. SNAP-Ed in NEOPB offers a comprehensive public health approach that enables partners to work together to prevent obesity and serve California's low income families. The targets of the interventions are CalFresh eligible Californians with annual household incomes below 185 percent of the federal poverty level (FPL). LHDs are expected to target low-income (i.e. > 50% of persons have household incomes of < 185% of the Federal Poverty Guidelines) and racial/ethnic populations that suffer disproportionately from obesity and chronic diseases related to diet and physical activity.

California Department of Social Services (CDSS) implements SNAP-Ed services and contracts with four additional state-level agencies to deliver SNAP-Ed programming throughout the state: 1) [California Department of Public Health](#) (CDPH); 2) [California Department of Aging](#) (CDA); 3) [University of California](#) (UC CalFresh); and 4) [Catholic Charities of California](#) (CCC). Collectively, these agencies, along with CDSS, are referred as the State Implementing Agencies (SIAs). In turn, SIAs allocate and distribute funds through grants and contracts with Local Implementing Agencies (LIAs).

This application process begins the process by which CDPH will prepare a three year State Plan for SNAP-Ed in collaboration with California Department of Social Services (CDSS) and other state implementing agencies. The CDPH authority for these contracts is vested in the Federal-Healthy Hunger-Free Kids Act of 2010 (Public Law 111-296), Section 241, enacted on December 10, 2010, which established the Nutrition Education and Obesity Prevention Grant Program for eligible low-income individuals. The services in these contracts are classified as Subvention/Local Assistance based on the funding authority and have been identified as 100% local assistance funding in our agency's budget and meets the conditions of State Contracting Manual 3.17. The contractor will provide nutrition education and conduct nutrition activities to SNAP-Ed eligible families. The SNAP-Ed programmatic focus is outlined in United States Department of Agriculture (USDA) SNAP-Ed Guidance. The SNAP-Ed program is 100 percent federally-funded through the USDA.

II. GENERAL INFORMATION

A. Funding Application Purpose and Objective

NEOPB is conducting a funding application request to fund all local health departments or the health departments designated non-profit (classified as 501(c) (3) tax exempt under the Internal Revenue Code) for a three-year contract period from October 1, 2016 to September 30, 2019. . The NEOPB prefers funding the Local Health Department directly as health departments are responsible for promoting and protecting the health of all California's diverse communities and for the leadership in the practice of public health and policy development. CDPH's LHD model has recently been endorsed by the United States Department of Agriculture, Western Regional Office (USDA/WRO). Approximately \$58M in FFY 2017 and \$53 M in FFY 2018 and FFY 2019 is available for funding local health departments, pending annual approval from the USDA WRO.

The overall objective is to award funding for work with CalFresh participants and Californians who are eligible for CalFresh, to provide evidenced based nutrition education interventions and activities related to improving the nutrition related environment. The target of the interventions are CalFresh eligible Californians with annual household incomes below 185 percent of the federal poverty level (FPL). LHDs are expected to target low-income (i.e. > 50% of persons have household incomes of < 185% of the Federal Poverty Guidelines) and racial/ethnic populations that suffer disproportionately from obesity and chronic diseases related to diet and physical activity. LHDs in counties with ethnic minorities that meet SNAP-Ed qualifications should target interventions for that population in a culturally competent manner. In addition, USDA SNAP-Ed has strongly encouraged focusing on women and children in low-income households, to increase the greatest potential impact. Other audience segments may be the focus of interventions and activities based on needs assessment. The priorities of this funding are to increase access and consumption of healthy foods and beverages, decrease access and consumption of less healthy foods and beverages, and increase physical activity. All interventions and activities funded through this application must conform to the guidelines set forth in the USDA Supplemental Nutrition Assistance Program Plan Guidance requirements located here: <http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>.

Besides individual and group nutrition education, allowable uses of the funding include comprehensive, multi-level interventions at multiple complementary organizational and institutional levels and community and public health approaches to improve nutrition. All messaging must be consistent with the Dietary Guidelines for Americans (DGA)/MyPlate and cannot include any disparaging language about specific foods, brands or commodities.

B. Funding Amount and Scope of Work Timeframe

Approximately \$53,356,213 to \$58,685,151 is available each year to fund all Local Health Departments or their designee. Projected funding amounts can be viewed in Attachment 28. Final funding allocation per local health department or designee will be provided after all letters of intent are submitted. The contract period begins on October

1, 2016. Funding for the projects is contingent on the continued availability of funds through the USDA Supplemental Nutrition Assistance Program annual State Plan, and subject to USDA Supplemental Nutrition Assistance Program Plan Guidance requirements.

Successful applicants awarded a contract as a result of this Guidance application will be eligible for a three-year contract, beginning on October 1, 2016 and ending September 30, 2019.

Applicants shall submit a three-year Integrated Work Plan (IWP) for federal fiscal year (FFY) 2017 (October 1, 2016-September 30, 2017), FFY 2018 (October 1, 2017-September 30, 2018), and FFY 2019 (October 1, 2018-September 30, 2019). Applicants shall submit three separate budget worksheets (one budget worksheet for each FFY 2017, 2018 and 2019).

C. Reporting Income Targeting Data

All NEOPB-funded programs must provide income targeting data for the populations that are served with USDA SNAP-Ed funding. The income targeting data source will verify that your target audience meets the USDA SNAP-Ed funding guidelines, which is 185 percent Federal Poverty Level (FPL). The NEOPB Geographic Information System mapping tool will assist you in identifying qualifying census tract data. Submit this information on the SNAP-Ed FFY 2017 Targeting Summary (Form 4).

D. Who May Apply

Applicants must be California Local Health Departments or their designated California-based, non-profit, community-based organizations that meet all of the following criteria:

- Operate within the communities they intend to serve.
- Provide proof of non-profit status as part of the response to the Funding Application Request (for example, a copy of your signed 501(c) (3) IRS form).
- Address nutrition education and obesity prevention strategies through policy, systems, and environmental strategies, when and where applicable; including promoting access to healthy food.
- Demonstrate experience or capacity to provide SNAP-Ed services to well-identified CaIFresh eligible individuals and families.
- Collaborate and coordinate with partners representing the diverse assets and needs of community, including addressing and promoting the following efforts: food security, anti-hunger, economic development, health disparities, and local food systems.
- Possess the capacity to adhere to the contractual, fiscal, and program reporting requirements of CDPH and USDA.

E. Informational Teleconference Call

An Informational Teleconference call will be conducted on October 21, 2015 from 9:30 am - 11:30 am. The phone number will be provided in early October and will be posted

on the NEOPB website. The purpose of the teleconference is to review the information in this Funding Application Request (FAR) and answer any questions applicants might have regarding the application process. The Guidance will serve as the final answer to questions should there be a discrepancy in responses between the Guidance and the teleconference call. CDPH will update the Guidance if necessary and indicate any such changes or updates. Refer to section II.H. Information, Addenda or Changes for more information.

F. Mandatory, Non-Binding Letter of Intent

A mandatory, non-binding Letter of Intent must be received no later than 4 p.m. on October 30, 2015. See section III. APPLICATION INSTRUCTIONS for more information.

G. Submission of Application

CDPH reserves the right to reject any or all applications and/or cancel this funding application request. Acceptance of an application is subject to negotiations of a contract between CDPH and the applicant organization.

All materials submitted in response to this Guidance will become the property of CDPH at the time the application is received.

All applicants agree that in submitting an application they authorize CDPH to verify any or all claimed information.

All applications must be complete when submitted. CDPH reserves the right to contact applicants during any application evaluation phase to clarify the content of the application and negotiate changes.

Submission of an application will be considered as a representation that:

- The lead organization and any subcontractor(s) have carefully investigated all conditions which affect, now and in the future, the performance of the work covered by the application;
- the lead organization and any subcontractor(s) are fully informed concerning the conditions to be encountered, quantity and quality of work to be performed; and
- the lead organization and any subcontractor(s) are familiar with all federal and state laws that affect the work to be conducted and the persons employed in the work.

H. Information, Addenda or Changes

If any clarifications or modifications to this Guidance are necessary, all questions and answers, addenda or changes will be posted on the NEOPB web site at <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx> It is the responsibility of applicants to check the website frequently to keep updated regarding clarifications or changes to the Guidance.

I. Contract Award Process

Successful applicants will be notified by September 30, 2016. NEOPB reserves the right to fund any or none of the applications submitted.

Awards will be made to local health departments or their designee whose applications are determined to be technically complete, whose professional qualifications and experience meet the terms of the Guidance. The selection process may include a request for additional information to support the application. In addition, telephone interviews and/or site visits may take place between the selection process, contract negotiations, and contract award dates.

III. APPLICATION INSTRUCTIONS

A. Mandatory, Non-binding Letter of Intent

Prospective applicants who intend to submit an application are required to indicate their intention to submit an application. Failure to submit the mandatory, non-binding Letter of Intent will result in application rejection. The mandatory Letter of Intent is non-binding and prospective applicants are not required to submit an application merely because a Letter of Intent is submitted. Use the Letter of Intent form found in section V. FORMS AND ATTACHMENTS.

Submitting a Mandatory, Non-Binding Letter of Intent

The mandatory, non-binding Letter of Intent must be received by 4 p.m. on October 30, 2015.

Submit the Letter of Intent via email to the attention of Melissa Relles at the address listed below.

Letter of Intent

SNAP-Ed Application FFY 17-19

Attention: Melissa Relles

California Department of Public Health

Nutrition Education and Obesity Prevention Branch

Email: NEOPBfiscalrequest@cdph.ca.gov

B. Application Content

The Guidance and packet are available on the NEOPB website at <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx>
In reviewing the application, please read instructions carefully.

Any application that does not comply with these requirements will be considered non-responsive and will not be reviewed. A checklist (Form 1) is provided to assist with submitting a complete application in a coordinated order.

C. Description of Each Section of the Application

1. Scope of Work

For FFY 2017- 2019, the LHD's contract Scope of Work (SOW) will be developed from the Integrated Work Plan (IWP) that represents the collective and integrated plan of all LIAs in the county in which the LHD resides. NEOPB staff will extract the LHD's objectives and activities from the IWP and enter it into a contract SOW template for the LHD.

LHDs will be using NEOPB developed Portfolios to guide the development of LHD specific activities. The number of Portfolios required is dependent upon projected base funding amounts for FFY 2018 since declining funds are anticipated to stabilize at that time and assuming the Healthy Hunger Free Kids Act of 2010 remains intact. In addition, the depth, complexity, number of activities and interventions that LHDs propose from the Portfolios, as well as the number of sectors the LHD works in should be appropriate for each LHD's funding level. The following table details the requirements:

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 4</u>	<u>Tier 5</u>
LHDs projected to receive a budget allocation less than \$199,999	LHDs projected to receive a budget allocation \$200,000 - \$399,999	LHDs projected to receive a budget allocation \$400,000 - \$999,999	LHDs projected to receive a budget allocation \$1,000,000 - \$4,999,999	LHDs projected to receive a budget allocation greater than \$5,000,000
Minimum 1 Portfolio	Minimum 2 Portfolios	Minimum 3 Portfolios	Minimum 4 Portfolios	Minimum 5 Portfolios

Refer to Attachments 21-27 for additional information on the Portfolios.

2. Targeting Summary

All NEOPB-funded programs must provide income targeting data for the populations that are served with USDA SNAP-Ed funding. The income targeting data source will verify that your proposed SNAP-Ed services are being conducted in USDA approved settings and communities and the primary audience members have annual household incomes below 185 percent of the Federal Poverty Level (FPL). NEOPB requires that a completed SNAP-Ed FFY 2017 Targeting Summary be submitted as part of the FFY 2017 – 2019 funding application submission to indicate the different sites/locations where your agency plans to conduct nutrition education activities as part of your NEOPB contract.

The SNAP-Ed FFY 2017 Targeting Summary is a snapshot of the sites in which the SNAP-Ed activities are occurring and also provides comprehensive information about each NEOPB-funded program for the annual State Plan, facilitates collaboration among contractors and other partners, and is used to respond to inquiries and questions asked by other State agencies and partners.

The SNAP-Ed FFY 2017 Targeting Summary provides a place for the applicant to enter information to verify sites have been qualified by an approved targeting methodology. USDA/WRO has verified the following traditional targeting methodologies:

- **Census Tract/Census Block Group Data:** Census tract areas or Census Block Groups and other defined areas where at least 50 percent of persons have gross incomes that are equal to or less than 185 percent of the poverty threshold (FPL).
 - Applicants are required to use the American Communities Survey (ACS) 2008 – 2012 or the 2009 – 2013 data as the targeting data source to qualify census tracts at 185 percent or less of the FPL. Intervention sites may qualify by census tract, census blocks, if the intervention site does not qualify by census tract, use the census block data.
 - If the SNAP Nutrition Education is targeting a specific race/ethnicity then specific subgroup or race/ethnicity may be used to qualify the site. The ACS 2006 – 2010 Census Tract data may be used for those instances. To use this data the site must have at least 50 percent of the audience fall within the selected race/ethnicity category, and this subgroup category must be checked off in the Target Audience Ethnicity section of the Integrated Work Plan.
 - The California Geographic Information System (GIS) Map Viewer may be used to identify a census tract for an intervention site, which is available online at www.cnngis.org, with information regarding the ACS data sets available as Attachments 4 – 10.
- **Free and Reduced Price Meal (FRPM) Percentage Data:** Schools where at least 50 percent of children in schools receive free and reduced priced meals. All school sites qualified by FRPM or Child and Adult Care Food Program (CACFP) data must be entered on the FRPM Percentage Data Sheet. Schools must have a total Free and Reduced percentage of 50 percent.
 - If you cannot qualify a school site using the FRPM database and you believe that more current FRPM data from the school site would qualify the school, you may contact the Food Service Director of the site to obtain the most current FRPM data. If the more recent food service data qualifies the school site, that information will be what you indicate on the SNAP-Ed FFY 2017 Targeting Summary. The backup documentation from the food service director (email, letter) verifying the more recent data must be kept on file by the applicant and available upon request.
 - If you cannot qualify a school by FRPM or CACFP data, the next option is to qualify the school location by census tract—using the Census Tract Data methodology as noted above.
 - To provide a consistent reference point for USDA, NEOPB has provided the most current FRPM Data from the California Department of Education (CDE) in a modified, user-friendly format (Attachment 3). Use this data as

your source for the FRPM data.

- **Means-Tested Settings:** Means-Tested settings are qualified on the population they serve and not on their physical location. They offer a high likelihood of reaching individuals eligible for SNAP-Ed. No additional income targeting data are needed for these delivery sites unless otherwise noted.

If a site cannot be qualified by the traditional targeting methodologies referenced above, alternative methods may be considered. Alternative methods will require approval from Western Regional Office/Food Nutrition Services (WRO/FNS) before SNAP-Ed interventions can occur at these sites. If using an alternative method to qualify a site, additional supporting documentation is required to support the methodology and to show that the proposed methodology will yield superior results to the traditional methodology in terms of serving the low-income population. All documentation must be kept on file by the applicant and made available upon request. A list of current USDA/WRO Targeting Methodologies are included as part of this application package for your reference in Attachment 12: USDA WRO Targeting Methodologies Summary.

Per USDA guidance, Local Implementing Agencies (LIAs) (e.g., CDPH, CDA, UC CalFresh, CCC, and CDSS) may not deliver the same intervention strategy type at the same site when delivering SNAP-Ed programming services. In instances where multiple agencies are looking to work within the same site, applicants must coordinate sites with the SNAP-Ed funded agencies to determine the type of intervention strategy and service that will be provided to avoid duplication.

USDA has communicated that SNAP-Ed funded agencies may work at the same site to implement a different strategy in the same location. With regards to the direct education intervention strategy, SNAP-Ed agencies are required to track and report unduplicated participants and contacts in the Education and Administrative Reporting System (EARS) form. USDA does not allow two different agencies to provide direct education to the same audience (e.g., children) at the same physical site in the same federal fiscal year. CDPH/NEOPB strongly encourages LHDs to work collaboratively with LIA partners and develop LHD activities that represent intervention strategies that go beyond reach and complement strategies that will achieve greater outcomes and impact than a single strategy alone.

Complete instructions for the SNAP-Ed FFY 2017 Targeting Summary will be provided along with the final SNAP-Ed FFY 2017 Targeting Summary at a later date.

3. Budget

A budget workbook which provides the basis for the costs in your budget must be submitted for each FFY of the three year contract with NEOPB.

Detailed instructions for completing the budget workbook are provided on the instructions tab within the template to help guide you in completing the budget.

Contractors must adhere to USDA and NEOPB deadlines in order to meet required timely submission of the NEOPB annual plan to USDA. Failure to comply with the timeline will cause lengthy delays in the contracting process or loss of the opportunity to

receive a contract with NEOPB.

In addition, contractors will be required to adhere to the NEOPB Administrative and Fiscal Guidelines Manual and any updates throughout the year.

4. Subcontracting

Sub-contracting is an expectation not a requirement. It is at the discretion of the LHD to determine if subcontracting is necessary to accomplish their IWP/SOW activities and to include it in their budget if needed. Sub-contractors are chosen based on their ability to complete the SOW objectives working with school based organizations (SBOs), community based organizations (CBOs), and local cities with a high proportion of low-income Californians.

5. Staffing Requirements

The size and expertise of the LHD staff will depend in large part on the funding level. Language specific and cultural competencies are needed for reaching California's diverse population, along with skills in marketing, health promotion, community engagement, business, and retail. However, CDPH/NEOPB requires the minimum staffing for all LHDs receiving funds.

- One full-time Project Director. The Project Director must have a Masters in Public Health (MPH), an equivalent degree or 3 years' experience as a Public Health Project Director.
- Nutrition expertise (Registered Dietitian, R.D.) must be part of the staffing of this grant or the LHD should have access to a R.D., should the Project Director not have this expertise. A minimum of one 0.5 full time equivalent (FTE) is strongly recommended.
- Evaluation expertise must be accessible to this agreement for ensuring ongoing and as needed competence for evaluating program effectiveness.
- Adequate fiscal and administrative support.

6. Contractor Information

Applicants are to ensure that the information provided is up to date on the Contractor Information Form (CIF) (Form 2). An updated CIF is to be provided to the assigned Contract Manager if any changes occur throughout the contract term.

7. Letter of Agreement or Memorandum of Understanding (when applicable)

If SNAP-Ed activities are provided in conjunction with other federally funded nutrition education programs, then a letter of agreement is required to delineate the responsibilities of each program in order to demonstrate collaboration and prevent supplantation. In addition, all SNAP-Ed activities that address the topic of breastfeeding must be planned and implemented in collaboration with the State Women, Infant, and Children (WIC) agency and State Breastfeeding Coordinator. The WIC Program should have the lead and primary role in all breastfeeding activities with SNAP-Ed supplementing existing WIC activities. A written agreement such as an Inter-agency Agreement or Memorandum of Understanding stating the degree of collaboration and the specific responsibilities of WIC (i.e., staff, duties, and time) and SNAP-Ed shall be signed by all collaborating agencies and maintained for inspection. SNAP-Ed can advance breastfeeding in its programming through such activities as working on lactation policies and promotion at low-wage work sites, child care facilities, or other

community venues.

IV. OTHER APPLICANT INFORMATION

A. Project Reporting

Funded projects will be required to submit a Semi-Annual Progress Report first (due April 15) and an Annual Progress Report at the end of each contract period (due October 15) and each subsequent contract year. Detailed description of reporting of evaluation requirements are listed below:

- [Education and Administrative Reporting System \(EARS\)](#) – EARS is a reporting form designed to provide uniform data and information about the activities of all States participating in SNAP-Ed activities. In California, NEOPB utilizes a web-based database, called the Activity Tracking Form (ATF) to gather process level data pertaining to direct education, in-direct education, and social marketing efforts from local health department, partners, and contractors to complete the EARS form. ATF serves two functions: 1) allows organization and Project Officers to track and compile events by type of activity and reach; and 2) allows NEOPB to compile the required annual reports to the USDA and the State. CDPH maintains EARS for all local implementing agencies.
- [Impact/Outcome Evaluations \(IOEs\)](#) – NEOPB requires local health departments and/or designees that that receive over \$350,000 to conduct approved impact/outcome evaluation. Technical assistance is available throughout the year to ensure the guidelines are applied to produce valid evaluation results as well as to fit unique situations. LHDs are expected to measure change in fruit and vegetable consumption and factors that influence it or beverage consumption and factors that influence it using a pre-test/post-test survey design.
- [Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention \(CX³\)](#) – CX³ serves as a program planning and community engagement tool. CX³ examines communities in relation to a variety of obesity prevention benchmarks referred to as community indicators and assets. The local data compiled in evaluating the indicators and assets makes CX³ a powerful tool for community change.
- Policy, System, and Environmental (PSE) Evaluation – All PSE projects must be reported using the RE-AIM evaluation framework ([Reach, Effectiveness, Adoption, Implementation, and Maintenance](#)) to assess the following:
 - **Reach:** Number of SNAP-Ed eligible participants that benefitted from the change(s) during the period assessed;
 - **Effectiveness:** Number of settings with improved food or physical activity environment assessment scores using a reliable and consistent environmental assessment tool;
 - **Adoption:** Aggregate number of SNAP-Ed settings where at least one organizational or environmental change is made in writing or practice to improve or strengthen access or appeal for healthy eating or physical activity during the period assessed;

- **Implementation:** Aggregate number of SNAP-Ed settings that report a multi-component initiative with one or more organizational or environmental changes adopted AND at least one of the following: 1) evidence-based education, 2) marketing, 3) parent and/or community involvement, 4) staff training on continuous program and policy implementation; and
- **Maintenance:** Average percentage increase, or number of institutional or community resources invested in nutrition and physical activity supports or standards at SNAP-Ed settings in terms of staff, cash, or in-kind supports.

V. FORMS AND ATTACHMENTS

Forms and Instructions

Letter of Intent

Form 1: SNAP-Ed FFY 2017-19 Application Checklist

Form 2: Contractor Information Form (CIF)

FFY 17-19 SNAP-Ed Integrated Work Plan Instructions – coming soon

Form 3: FFY 17-19 SNAP-Ed Integrated Work Plan – coming soon

SNAP-Ed FFY 2017 Targeting Summary Instructions – coming soon

Form 4: SNAP-Ed FFY 2017 Targeting Summary – coming soon

Form 5: FFY 2017 Budget – coming soon

Form 6: FFY 2018 Budget – coming soon

Form 7: FFY 2019 Budget – coming soon

Letter of Agreement (If applicable)

Request for Non-NEOPB Sponsored Travel Form (if applicable)

Attachments

Attachment 1: NEOPB Approved Curriculum List

Attachment 2: NEOPB Approved Resources List

Attachment 3: FRPM Data

Attachment 4: ACS 2006-2010 Census Tracts, Ethnicities

Attachment 5: ACS 2008-2012 Census Block Groups, All Races

Attachment 6: ACS 2008-2012 Census Tracts, All Races

Attachment 7: ACS 2008-2012 Census Tracts, Ethnicities

Attachment 8: ACS 2009-2013 Census Block Groups, All Races

Attachment 9: ACS 2009-2013 Census Tracts, All Races

Attachment 10: ACS 2009-2013 Census Tracts, Ethnicities

Attachment 11: Federally Qualified Health Centers

Attachment 12: USDA WRO Targeting Methodologies Summary

Attachment 13: SNAP-Ed Strategies & Interventions: An Obesity Prevention Toolkit for States

Attachment 14: Social Ecological Model

Attachment 15: Institute of Medicine Report: Accelerating Progress in Obesity Prevention

Attachment 16: CDC's Recommended Community Strategies and Measurements to Prevent Obesity in the United States

Attachment 17: Theory at a Glance: A Guide for Health Promotion Practice

- Attachment 18: USDA SNAP-Ed Guidance
- Attachment 19: Travel Worksheet – coming soon
- Attachment 20: NEOPB Fiscal and Administrative Guidelines Manual
- Attachment 21: Portfolio Guidance
- Attachment 22: Portfolio Settings
- Attachment 23: Portfolio (Live, Ages 18+)
- Attachment 24: Portfolio (Learn, Ages 0-5)
- Attachment 25: Portfolio (Learn, Ages 6-17)
- Attachment 26: Portfolio (Shop, Ages 18+)
- Attachment 27: Portfolio (Work, Ages 18+)
- Attachment 28: NEOPB SNAP-Ed FFY 2017-2019 Funding Projections

Exhibit E

Additional Provisions

1. Additional Incorporated Documents

A. The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. These documents may be updated periodically by CDPH, as required by program directives. CDPH shall provide the Grantee with copies of said documents and any periodic updates thereto, under separate cover. CDPH will maintain on file, all documents referenced herein and any subsequent updates.

1. *Fiscal and Administrative Guidelines Manual*
<http://www.cdph.ca.gov/programs/NEOPB/Pages/FiscalandAdministrativeGuidelinesManual.aspx>
2. *Program Guidelines Manual*
<http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBProgramGuidelinesManual.aspx>
3. *Nutrition Education and Obesity Prevention Branch Program Letters*
<http://www.cdph.ca.gov/programs/NEOPB/Pages/ProgramLetters.aspx>

2. Cancellation / Termination

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses

Exhibit E

Additional Provisions

incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.

- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
 - 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
 - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

3. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
 - 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise,

Exhibit E

Additional Provisions

whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.

- 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

**Exhibit F
Federal Terms and Conditions**

(For Federally Funded Grant Agreements)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "Grantee" and "SubGrantee" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

Index of Special Terms and Conditions

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Air or Water Pollution Requirements
6. Lobbying Restrictions and Disclosure Certification
7. Additional Restrictions
8. Human Subjects Use Requirments
9. Financial and Compliance Audit Requirements
10. Audit and Record Retention
11. Federal Requirements

1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Grant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Grant were executed after that determination was made.
- b. This Grant is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Grant. In addition, this Grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Grant in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Grant shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Grant with 30-days advance written notice or to amend the Grant to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subGrantee or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subGrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

3. Debarment and Suspension Certification

- a. By signing this Grant, the Grantee/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

- (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
 - d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
 - e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

4. **Covenant Against Contingent Fees**

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

5. **Air or Water Pollution Requirements**

Any federally funded grant and/or subgrants in excess of \$100,000 must comply with the following provisions unless said grant is exempt under 40 CFR 15.5.

- a. Government Grantees agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

6. **Lobbying Restrictions and Disclosure Certification**

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:

- (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
 - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

7. **Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503. (a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

8. Human Subjects Use Requirements

(Applicable only to federally funded agreements in which performance, directly or through a subcontract/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Contractor agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

9. Financial and Compliance Audit Requirements

By signing this Agreement, the Contractor/Subcontractor agrees to abide by all requirements specified in 2 CFR 200 *et seq.*, 2 CFR *et seq.*, as applicable, including but not limited to obtaining an annual audit, and any subsequent federal regulatory additions or revisions.

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract or agreement for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code section 38020). Direct service contracts shall not include contracts, agreements, grants, or subventions to other governmental agencies or units of government nor contracts or agreements with regional centers or area agencies on aging (H&S Code section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:
 - (1) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives **\$25,000 or more** from any State agency under a direct service contract or agreement; the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
 - (2) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives **less than \$25,000** per year from any State agency under a direct service contract or agreement, the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this Agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
 - (3) If the Contractor is a State or Local Government entity or Nonprofit organization (as defined in 2CFR Part 200) and expends \$750,000 or more in Federal awards, the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in 2CFR Part 200. An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The audit shall be completed by the end of the ninth month following the end of the audit period. The requirements of this provision apply if:
 - (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or
 - (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.
 - (4) If the Contractor submits to CDPH a report of an audit other than a single audit, the Contractor must also submit a certification indicating the Contractor has not expended \$750,000 or more in federal funds for the year covered by the audit report.

- d. Two copies of the audit report shall be delivered to the CDPH program funding this Agreement. The audit report must identify the Contractor's legal name and the number assigned to this Agreement. The audit report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the CDPH Program Contract Manager shall forward the audit report to CDPH's Audits and Investigations Unit if the audit report was submitted under Section 16.c(3), unless the audit report is from a City, County, or Special District within the State of California whereby the report will be retained by the funding program.
- e. The cost of the audits described herein may be included in the funding for this Agreement up to the proportionate amount this Agreement represents of the Contractor's total revenue. The CDPH program funding this Agreement must provide advance written approval of the specific amount allowed for said audit expenses.
- f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
- g. Nothing in this Agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.
- h. Nothing in this provision limits the authority of the State to make audits of this Agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.
- i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
- j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
- k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

The term "expanded scope auditing" is applied and defined in the U.S. General Accounting Office (GAO) issued Standards for *Audit of Government Organizations, Programs, Activities and Functions*, better known as the "yellow book".

10. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Contractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that CDPH, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and

interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).

- d. The Contractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
 - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor shall comply with the above requirements and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code § 10115.10, if applicable.
- f. The Contractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.
- g. The Contractor shall, if applicable, comply with the Single Audit Act and the audit reporting requirements set forth in Title 2 of the Code of Federal Regulations, Part 200 (2CFR Part 200).

11. Federal Requirements

Grantor agrees to comply with and shall require all subgrantees, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

County of Humboldt
Name of Grantee

Mark Lovelace
Printed Name of Person Signing for Grantee

16-10150
Contract / Grant Number


Signature of Person Signing for Grantee

8-10-16
Date

Chairman, Humboldt County Board of Supervisors
Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health
Program
P.O. Box 997377, MS XXX
Sacramento, CA 95899-XXXX
Attention: Kisha Holmes

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

CERTIFICATION REGARDING LOBBYING

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Approved by OMB
0348-0046

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>Year ____ quarter ____</p> <p>date of last report ____.</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="padding-left: 100px;">Tier ____, if known:</p> <p>Congressional District, If known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, If known:</p>	
<p>6. Federal Department/Agency</p>	<p>7. Federal Program Name/Description:</p> <p>CDFA Number, if applicable: ____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p style="padding-left: 20px;">\$</p>	
<p>10.a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from 10a. (Last name, First name, MI):</i></p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>		<p>Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

CCC-307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> County of Humboldt		<i>Federal ID Number</i> 94-6000513
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Mark Lovelace		
<i>Date Executed</i> 8-10-16	<i>Executed in the County of</i> Humboldt	

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.