



Contract Number

20-890 A-2

SAP Number

4400014986

Department of Public Health

Department Contract Representative	<u>Derrick Younger, HS Contracts</u>
Telephone Number	<u>(909) 386-8146</u>
Contractor	<u>St. Mary Medical Center</u>
Contractor Representative	<u>Erica Phillips</u>
Telephone Number	<u>(231) 735-6192</u>
Contract Term	<u>10/01/2020 – 9/30/2024</u>
Original Contract Amount	<u>\$545,903</u>
Amendment Amount	<u>\$193,703</u>
Total Contract Amount	<u>\$739,606</u>
Cost Center	<u>9300041000</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2

It is hereby agreed to amend Contract No. 20-890, effective October 1, 2023, as follows:

SECTION V. FISCAL PROVISIONS

Paragraph A is amended to read as follows:

- A. The maximum amount of reimbursement under this Contract shall not exceed \$739,606, of which \$739,606, may be federally funded, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

Original Contract	\$352,200		October 1, 2020 through September 30, 2022
Amendment No. 1	\$193,703	increase	October 1, 2022 through September 30, 2023
Amendment No. 2	\$193,703	increase	October 1, 2023 through September 30, 2024

Funds are further broken down by Program Year as follows:

Program Year	Category	Dollar Amount
October 1, 2020 through September 30, 2021	LIVE	\$175,050
October 1, 2021 through September 30, 2022	LIVE	\$177,150
October 1, 2022 through September 30, 2023	LIVE	\$193,703
October 1, 2023 through September 30, 2024	LIVE	\$193,703
Total		\$3,259,896

SECTION VIII. TERM

Amend Section VIII to read as follows:

This Contract is effective as of October 1, 2020, and is extended from its original expiration date of September 30, 2023, to expire on September 30, 2024, but may be terminated earlier in accordance with provisions of Section IX of the Contract.

ATTACHMENTS

ATTACHMENT A2 – Add FFY 2024 WORKPLAN FOR LIVE: Healthcare Clinics and Hospitals

ATTACHMENT E2 – Add FFY 2024 CALFRESH HEALTHY LIVING BUDGET: LIVE

All other terms and conditions of Contract No. 20-890 remains in full force and effect.

SAN BERNARDINO COUNTY



Dawn Rowe, Chair, Board of Supervisors

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

St. Mary Medical Center

(Print or type name of corporation, company, contractor, etc.)

By

(Authorized signature - sign in blue ink)

Name Randal T. Castillo

(Print or type name of person signing contract)

Title CEO

(Print or Type)

Dated: _____

Address 18300 Highway 18

Apple Valley, CA 92307

FOR COUNTY USE ONLY

Approved as to Legal Form



Adam Ebright, County Counsel

Date _____

Reviewed for Contract Compliance



Patty Steven, HS Contracts

Date _____

Reviewed/Approved by Department



Joshua Dugas, Director

Date _____

CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: St. Mary Medical Center

One Year Work Plan
FFY 2024Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals

CALFRESH HEALTHY LIVING SNAP-ED CONTRACT PERIOD: OCTOBER 1, 2023 – SEPTEMBER 30, 2024	
Contract Number:	
Contractor:	
CalFresh Healthy Living Goals:	<p>The CalFresh Healthy Living, California Supplemental Nutrition Assistance Program Education (SNAP-Ed) goals are to:</p> <ol style="list-style-type: none"> 1. Empower low-income Californians toward healthful dietary choices and promote the growth of California agriculture, and 2. Promote physically active lifestyles for low-income Californians. <p>CalFresh Healthy Living focuses on preventing nutrition and activity-related chronic diseases and improving food security in the CalFresh Food eligible population by:</p> <ul style="list-style-type: none"> • 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 to make healthy choices easier where people eat, live, learn, work, play, and shop.
IWP Domain:	LIVE
PSE Setting:	LIVE - Healthcare/Dental Clinics & Hospitals
Strategies:	LIVE - Access to Healthy Food, Screening and Interventions for Food Insecurity
Sub-Strategies:	LIVE - Capacity building for food distribution, water access and appeal, site/organizational wellness policy, healthy procurement, food recovery
Local Objective(s):	Administration, Healthcare/Dental Clinics and Hospitals
Primary Target Audience:	CalFresh food eligible county residents

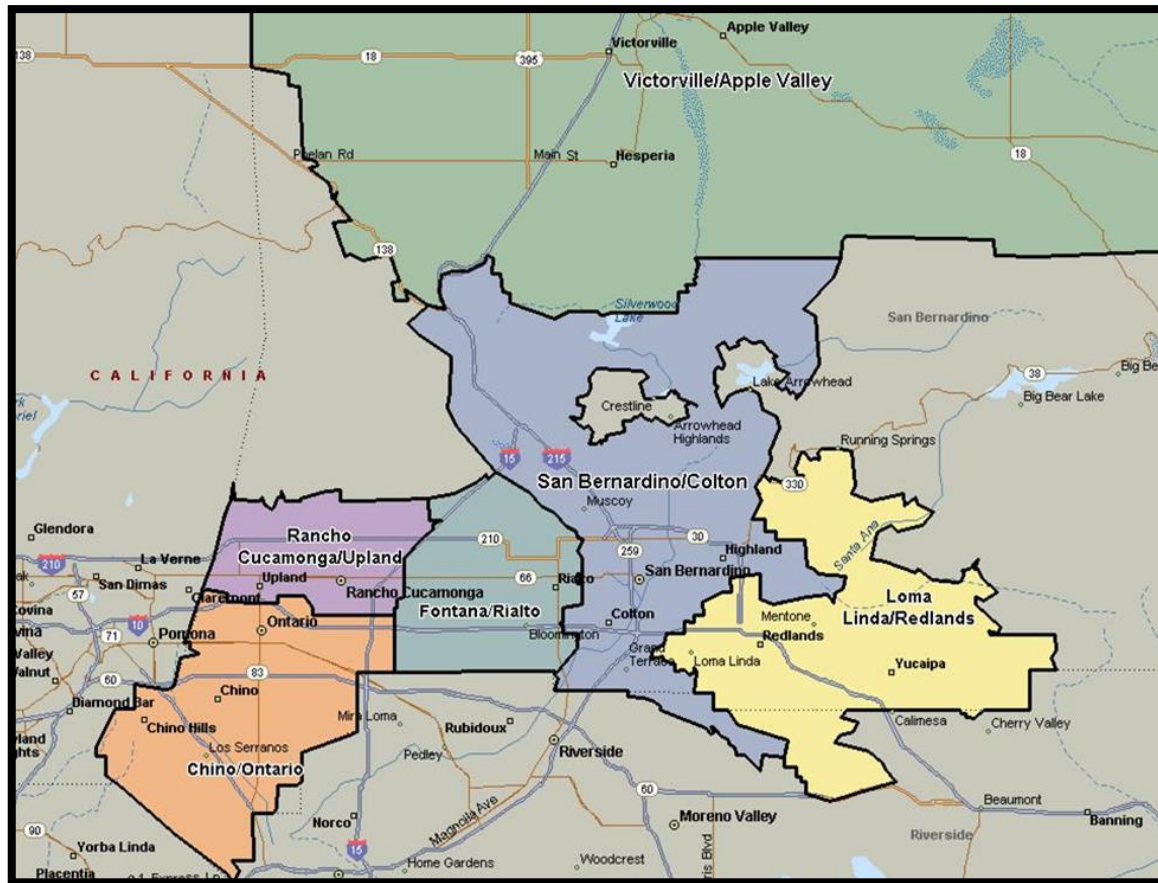
	West SB	Central SB	East SB	SB High Desert	Total
Direct Education reach by zone (LIVE)	-	-	-	15	15
Indirect Education reach by zone (LIVE)	-	-	-	150	150
Engaged health/dental clinics, health centers and/or hospitals by zone (LIVE)	-	-	-	1-2	1-2 (cumulative)

CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: St. Mary Medical Center

One Year Work Plan
FFY 2024Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals

SAN BERNARDINO COUNTY CALFRESH HEALTHY LIVING ZONES



- **West SB**
 - Chino/Ontario, Montclair areas
 - Rancho Cucamonga/Upland areas
- **Central SB**
 - Fontana/Rialto areas
 - San Bernardino/Colton, Grand Terrace areas
 - Mountain communities including:
 - Crestline, Arrowhead
- **East SB**
 - Loma Linda/Redlands/Highland/Yucaipa areas
 - Desert cities or areas to the East including:
 - Joshua Tree, Twenty Nine Palms
 - Yucca Valley
 - Mountain communities including:
 - Running Springs, Big Bear
- **High Desert SB**
 - Victorville/Apples Valley areas
 - Cities or areas to the North including:
 - Adelanto, Apple Valley, Barstow, Baker, Fort Irwin, Hesperia, Phelan, Pinion Hills, Needles

CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: St. Mary Medical Center

One Year Work Plan
FFY 2024Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals

CalFresh Healthy Living SNAP-Ed Local Objective A: Administration

By September 30, 2024, **complete and submit all required reports and forms** on or before each deadline, comply with all onsite monitoring visits and desk reviews, and **participate in a minimum of twenty-five (15) CalFresh Healthy Living-sponsored meetings and trainings.**

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social/Groups ☐ Institutional/Organizational ☐ Community ☐ Policy/Environmental

Activity Description	Deliverables				Documentation
	Oct-Dec 2023	Jan-Mar 2024	Apr-June 2024	Jul-Sep 2024	
Complete all mandatory documentation such as invoices, monthly progress reports, success stories, data cards, policy, system and environmental change (PSE) reports, and labeled attachments, etc., on or before the due date.	Monthly invoices & progress reports	Monthly invoices & progress reports	Monthly invoices, progress reports, IOE report	Monthly invoices, progress reports, success story, PSE report	Submit: Invoices, reports, attachments
Comply with all requests from Department of Public Health (DPH) including annual programmatic and fiscal onsite monitoring visits or desk reviews , and responding to corrective action plans (CAPs) as necessary.	TBD	TBD	TBD	TBD	On File: Record of compliance, completed reports
Acquire food handler certification that meets DPH requirements for all staff responsible for conducting fruit, vegetable and beverage taste tests and/or CalFresh Healthy Living approved recipe demonstrations.	Complete Cert as needed	Complete Cert as needed	Complete Cert as needed	Complete Cert as needed	Submit: County of San Bernardino Food Handler certification
Annually, attend a minimum of 15 CalFresh Healthy Living/NEOP-sponsored meetings , trainings and conferences that may include (but are not limited to) the following: <ul style="list-style-type: none"> a. County Nutrition Action Partnership (CNAP) meetings, including Summer Meal Subcommittee meetings b. Quarterly Contractor meetings and local trainings c. Annual Local Implementing Agency (LIA) Forum d. Other CalFresh-sponsored regional trainings, and e. Regional Network Collaborative meetings such as the High Desert Food Collaborative, Food Rescue Anti-Hunger Coalition, etc. 	CNAP meetings, Contractor meeting	CNAP meetings, Contractor meeting, LIA Forum	CNAP meetings, Contractor meeting	CNAP meetings, Contractor meeting	On File: Meeting agenda, Activity Event Form, travel expense reports & receipts (as appropriate)

CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: St. Mary Medical Center

One Year Work Plan
FFY 2024Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals**CalFresh Healthy Living SNAP-Ed Local Objective B: Community Engagement (LIVE)**

By September 30, 2024, **engage one to two qualified (1-2) healthcare delivery systems** (i.e. healthcare/dental clinics, health centers, hospitals), to pilot the inclusion of a food insecurity screening tool in the healthcare practice and **reach a minimum of 15 CalFresh food eligible adults with direct education and a minimum of 150 CalFresh food eligible adults with supportive indirect education** to promote healthy eating, beverage and physical activity behaviors.

Note: Number of healthcare delivery systems reached is subject to change depending on whether contractor is continuing from FFY 2020.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social/Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activity Category	Activity Description	Deliverables				Documentation
		Oct-Dec 2023	Jan-Mar 2024	Apr-June 2024	July-Sep 2024	
ASMT	Establish, cultivate, and maintain partnerships with one to two (1-2) qualified healthcare delivery systems (healthcare/dental clinics, health centers, hospitals) interested in screening for food insecurity and/or supporting efforts to increase healthy food access for their clients.	Cultivate/maintain partnerships with those interested in food security screening	Cultivate/maintain partnerships with those interested in food security screening	Cultivate/maintain partnerships with those interested in food security screening	Cultivate/maintain partnerships with those interested in food security screening	Submit: Partnership Log
ASMT	PRE: As directed by DPH, assess the readiness, capacity, opportunities and barriers of each healthcare site to screen for food insecurity and/or adopt and implement healthy food access strategies (i.e. food assistance resources, onsite emergency food assistance/pantry services, provision of space to offer summer meals, etc.). POST: As directed by DPH assess the health care delivery system environment in relation to the adoption and implementation of a food insecurity screener and healthy food access	Assess Site as directed	Assess Site as directed	Assess Site as directed	Assess Site as directed	Submit: Assessment Tool Summary

CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: St. Mary Medical Center

One Year Work Plan
FFY 2024Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals

	strategies. Track adherence to policies and procedures implemented, including trends.					
Activity Category	Activity Description	Deliverables				Documentation
		Oct-Dec 2023	Jan-Mar 2024	Apr-June 2024	July-Sep 2024	
ASMT	Assess provider resources/referral network related to healthy food access for clients and audit the surrounding community to develop a comprehensive resource tool for providers; update quarterly. Participate in related evaluation efforts upon request.	Update	Update	Update	Update	Submit: Provider Resource Tool
CE TTA	<ul style="list-style-type: none"> a. Identify local influencers/champions (i.e. administrators, providers, support staff, volunteers) at each healthcare site and leverage relationships to generate support for food insecurity screening and/or healthy food access strategies. b. Engage influencers/champions consistently throughout planning, implementation, and maintenance and solicit feedback and input to inform the intervention. c. Provide technical training, assistance, and/or resources to educate influencers/champions in the support of policies/standards for food insecurity screening of clients at routine visits, food assistance programs and local resources. 	Engage champions & provide TA	Engage champions & provide TA	Engage champions & provide TA	Engage champions & provide TA	Submit: Champion List TA Log Engagement Summary
CE	As directed by DPH, gather feedback related to healthy food access interventions through surveys to inform the intervention.	CE	CE	CE	CE	Submit: Survey Results

CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: St. Mary Medical Center

One Year Work Plan
FFY 2024Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals

Activity Category	Activity Description	Deliverables				Documentation
		Oct-Dec 2023	Jan-Mar 2024	Apr-June 2024	July-Sep 2024	
C&C	Work with the qualified healthcare delivery system to establish, cultivate, and maintain relationships with food security stakeholders/partners, including potential donors (i.e. schools, restaurants, grocery stores, Farmers Markets, hospitals), food rescue food recipients (i.e. food banks, food pantries, soup kitchens, churches), delivery providers (i.e. Food Finders), and Federal and state funded food assistance providers (i.e. CalFresh, WIC, Summer Food sponsors, Market Match), regulatory agencies (i.e. DPH Environmental Health Services), and referral partners (i.e. 2-1-1, IE Connect) to support and service clients referred. Develop and maintain a local resource directory for reference.	C&C Partner with food donors, emergency food recipients, delivery providers, regulatory agencies, and referral partners	C&C Partner with food donors, emergency food recipients, delivery providers, regulatory agencies, and referral partners	C&C Partner with food donors, emergency food recipients, delivery providers, regulatory agencies, and referral partners	C&C Partner with food donors, emergency food recipients, delivery providers, regulatory agencies, and referral partners	Submit: Partnership Log Engagement Summary Resource List

Activity Category	Activity Description	Deliverables				Documentation
		Oct-Dec 2023	Jan-Mar 2024	Apr-June 2024	July-Sep 2024	
C&C	Work in coordination with DPH to support Food Recovery and Food Insecurity efforts (e.g. identify food pantry donors and recipients, work with healthcare facilities in identifying and implementing food waste reduction and/or food recovery efforts, etc.) meal sites, identify food pantry donors and recipients, etc.).	C&C	C&C	C&C	C&C	Submit partnership Log Engagement Summary
DE	Conduct direct nutrition education and physical activity education with a minimum of 15 unique CalFresh food eligible adults at one to two (1-2) qualifying healthcare/dental care clinics, health centers, or hospitals. Include	DE to at least 4 adults	DE to at least 4 adults	DE to at least 4 adults	DE to at least 4 adults	Submit: Agenda, Sign-In Sheet, Data Cards On File: Lesson Outline

CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)**Contractor: St. Mary Medical Center****One Year Work Plan
FFY 2024****Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals**

	nutrition education that targets the consumption of water in place of sugary beverages and food security strategies. Empower clients to implement changes at home and while dining out. Where possible, complement nutrition education with the taste testing of fruit and vegetables and/or CalFresh Healthy Living recipe demonstrations. Support education that reduces the stigma related to food security.					
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CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: St. Mary Medical Center

One Year Work Plan
FFY 2024Service Category
LIVE: Healthcare/Dental
Clinics & Hospitals

Activity Category	Activity Description	Deliverables				Deliverables
		Oct-Dec 2023	Jan-Mar 2024	Apr-June 2024	July-Sep 2024	
IE	Utilize indirect education strategies to engage and empower 150 CalFresh food eligible/food insecure adults and families at the healthcare sites to help them implement changes at home and while dining out. Promote health messaging community wide. Communicate through various appropriate channels (i.e. newsletters, site-based events, flyers/ handouts, posters, websites, community events, social media, etc.). Promote, support and reinforce healthy messages consistent with DE and other healthy food access and food insecurity screening strategies to reach 150 CalFresh food eligible residents in the prioritized zone. Provide educational materials and/or hold health promotion campaigns to increase public awareness and reduce stigma related to food insecurity.	IE to 38 adults	IE to 38 adults	IE to 38 adults	IE to 38 adults	Submit: Activity Event Form, Collaterals

FFY 2024 CALFRESH HEALTHY LIVING BUDGET: LIVE

Row #	Expenses	FFY 2023 Carry-In Budget	FFY 2024 Budget	FFY 2023 Carry-In and FFY 2024 Budget Total	Justification for Greater than 5 % Difference from FFY 2024 Budget
1	1) Salaries/Benefits	\$0.00	\$183,281.28	\$183,281.28	
2	2) Travel	\$0.00	\$1,680.57	\$1,680.57	
3	3) Non-Capital Equipment/Supplies	\$0.00	\$490.00	\$490.00	
4	4) Materials	\$0.00	\$919.90	\$919.90	
5	5) Building/Space	\$0.00	\$0.00	\$0.00	
6	6) Maintenance	\$0.00	\$0.00	\$0.00	
7	7) Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	
8	8) Contracts/Sub-Grants/ Agreements	\$0.00	\$0.00	\$0.00	
9	9) Total Direct Costs	\$0.00	\$186,371.75	\$186,371.75	
10	10) Indirect Cost Rate	\$0.00	\$7,331.25	\$7,331.25	
X	Total Federal Funds	\$0.00	\$193,703.00	\$193,703.00	

X	Position Title	Staff Name	Time Spent on Mgmt./Admin	Time Spent on Direct Delivery	FTE Rate	Annual Salary	Total Funded Salary	Benefit Rate	Total Funded Benefits	Total Admin. Costs	Total Funded Salary and Benefits	FFY 2023 Carry-In Amount	FFY 2024 Award Amount
1	Project Coordinator	Sandra F.	0.00%	100.00%	1.000	\$69,850.00	\$69,850.00	30.000%	\$20,955.00	\$0.00	\$90,805.00	\$0.00	\$90,805.00
2	Program Assistant	TBD	0.00%	100.00%	0.500	\$60,340.00	\$30,170.00	30.000%	\$9,051.00	\$0.00	\$39,221.00	\$0.00	\$39,221.00
3	Administrative Coordinator	Carmen N.	100.00%	0.00%	0.500	\$81,931.20	\$40,965.60	30.000%	\$12,289.68	\$53,255.28	\$53,255.28	\$0.00	\$53,255.28
4													
X			33.33%	66.67%	2.000		\$140,985.60		\$42,295.68	\$53,255.28	\$183,281.28	\$0.00	\$183,281.28

FFY 2024 CALFRESH HEALTHY LIVING BUDGET: LIVE

1	Sandra F. : Project Coordinator	No	TBD	various locations	Travel to various sites in our scope of work (School sites, community centers, parks, events)/ (Recruitment, trainings, site visits, classes, events, meetings with administrators)	32.000	1.000	0.000	0.000	\$0.00	\$0.00	\$0.00	35	\$0.655	\$0.00	\$0.00	\$733.60	\$0.00	\$733.60
2	Carmen N. : Administrative Coordinator	No	TBD	various locations	Travel to various sites in our scope of work (School sites, community centers, parks, events)/ (Recruitment, trainings, site visits, classes, events, meetings with administrators)	7.000	0.500	0.000	0.000	\$0.00	\$0.00	\$0.00	35	\$0.655	\$0.00	\$0.00	\$160.48	\$0.00	\$160.48
3	Sandra F. : Project Coordinator TBD : Program Coordinator	No	CalFresh LIA forum	Orange County	2023 CalFresh Healthy Living Forum; parking \$58	1.000	1.000	3.000	2.000	\$41.00	\$120.00	\$0.00	138	\$0.655	\$0.00	\$58.00	\$511.39	\$0.00	\$511.39
4	TBD : Program Assistant	No	TBD	various locations	Mileage to community venues to offer nutrition education, encourage health care partner use of food insecurity screening	12.000	0.500	0.000	0.000	\$0.00	\$0.00	\$0.00	35	\$0.655	\$0.00	\$0.00	\$275.10	\$0.00	\$275.10
X																	\$1,680.57	\$0.00	\$1,680.57

Row #	Budget Item	Description and Justificaion	FTE	Cost Per Item	# of Items	Total	FFY 2023 Carry-In Amount	FFY 2024 Award Amount
1	Office Supplies	General office supplies includes paper, pens, ink/toner and other small office supplies for LHD staff conducting NEOP funded activities.	2.00	\$2.50	98	\$490.00	\$0.00	\$490.00
X						\$490.00	\$0.00	\$490.00

Description and Justification	Cost Per Item	# of Items	Total	FFY 2023 Carry-In Amount	FFY 2024 Award Amount
Food for samples, plates, cups, table covers, gloves, tablecloths, basket/containers to display produce, tote bags (\$2.50*100)	\$2.50	151	\$377.50	\$0.00	\$377.50
Approved nutrition education materials including recipe cards, cookbooks, informational items	\$0.75	344	\$258.00	\$0.00	\$258.00
Printing/Copying flyers,posters to engage clinic patients in project activities, printing of resources to offer the patients.	\$0.20	1,422	\$284.40	\$0.00	\$284.40
			\$919.90	\$0.00	\$919.90

Row #	Budget Option	Direct Cost Categories	Indirect Cost Rate	Calculation Method	Total Admin./Program Amount	Total	FFY 2023 Carry-In Amount	FFY 2024 Award Amount
1	Selected Categories	Salaries/Benefits	4.000%	Indirect cost is salaries plus benefits.	\$183,281.28	\$7,331.25	\$0.00	\$7,331.25
X					\$183,281.28	\$7,331.25	\$0.00	\$7,331.25