



**Contract Number**

**SAP Number**  
**4400026140**

## Department of Public Health

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 <b>Contractor</b>	 San Bernardino County
	<u>Superintendent of Schools</u>
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<b>Contract Term</b>	<u>10/01/2024 through 09/30/2026</u>
<b>Original Contract Amount</b>	<u>\$1,703,196</u>
<b>Amendment Amount</b>	<u>\$0</u>
<b>Total Contract Amount</b>	<u>\$1,703,196</u>
<b>Cost Center</b>	<u>9300061000</u>
<b>Grant Number (if applicable)</b>	<u>N/A</u>

### IT IS HEREBY AGREED AS FOLLOWS:

**WHEREAS**, The County of San Bernardino, hereafter referred to as "County", desires to provide CalFresh Healthy Living allowable nutrition education and obesity prevention activities and interventions for low-income CalFresh Food eligible County residents; and

**WHEREAS**, County has been allocated funds by the Supplemental Nutrition Assistance Program Education (SNAP-Ed) to provide such services; and

**WHEREAS**, County finds San Bernardino County Superintendent of Schools, hereafter referred to as "Contractor", qualified to provide nutrition education services; and

**WHEREAS**, County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below;

**NOW THEREFORE**, County and Contractor mutually agree to the following terms and conditions:

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## I. DEFINITIONS

- A. Allowable Census Tract – A metropolitan or non-metropolitan area in which fifty percent or more of its population is at or below the 200 percent of the Federal Poverty Level (FPL). It may also be referred to as a qualifying census tract.
- B. Allowable/Unallowable Guidelines – Guidelines delineated by the USDA SNAP-Ed which specify requirements for activities, expenses, programs, literature, materials, etc., allowable for reimbursement through federal funding. To be allowable, all SNAP-Ed activities and materials must be within the scope, cost, and program specifications of the CalFresh Healthy Living program and targeted to CalFresh Food eligible persons. list of any definitions and/or abbreviations that require explanation beyond normal usage
- C. Board: The San Bernardino County Board of Supervisors.
- D. CalFresh – The name given to the Supplemental Nutrition Assistance Program in the State of California (formerly known as Food Stamps).
- E. CalFresh Food Eligible – The individuals or households who meet federal income eligibility rules to receive CalFresh benefits.
- F. CalFresh Healthy Living Eligibility Geographic Information System (GIS): The merging of cartography, statistical analysis, and database technology. There is a custom-designed GIS specific to CalFresh Healthy Living that is available online to assist agencies in identifying qualifying census tracts or to determine the income eligibility of a specific intervention site. Tutorials are available on the GIS website.
- G. CalFresh Healthy Living Program – The program in California that seeks to improve the nutritional health of low-income Californians by providing access to nutrition and physical activity education and leadership to healthy community initiatives.
- H. California Department of Public Health (CDPH) – State agency with the responsibility/authority for awarding CalFresh Healthy Living funds to local health departments to assist in implementing programs and services in accordance with their mission to optimize the health and well-being of the people in California, primarily through population-based programs, strategies, and initiatives that seek to prevent illness in, and promote the health of, the public.
- I. California Department of Social Services (CDSS): State agency for many of the programs defined as part of the social safety net in the United States, such as, CalFresh, and is within the auspices of the California Health and Human Services Agency.
- J. Community-Based Organization (CBO) – A public or private non-profit organization that is representative of the community and whose purpose is to meet community needs (i.e., educational, health, environmental, public safety).
- K. Community Engagement – Participation, communication, and collaboration among community members, in order to work collectively toward building relationships and addressing issues to benefit the community. Community engagement involves partnerships and coalitions that help mobilize resources and influence systems.
- L. Contract: The Contract between the County and the Proposer resulting from the award issued pursuant to this RFP to the successful Proposer.
- M. Contractor: Any individual, company, firm, corporation, partnership, or other organization to whom a contract award is made by the County. Per NPAB guidelines, the Contractor must be a governmental agency or non-profit organization.

- N. Corrective Action Plan (CAP): A plan created in response to monitoring visit findings which documents and describes how a specific problematic situation will be addressed to better meet the stated goals and objectives.
- O. County Nutrition Action Partnership (CNAP): A collaborative of federally funded and non-funded partner organizations that work together to address access to healthy foods, promote physical activity, target obesity prevention, and address food insecurity among CalFresh Food eligible residents of San Bernardino County.
- P. County: County as used throughout this document, including its possessive form (County's), refers to San Bernardino County.
- Q. Department of Public Health (DPH): The County department created in 1931 to prevent epidemics and the spread of disease, protect against environmental hazards, prevent injuries, promote and encourage healthy behaviors, respond to disasters and assist communities in recovery, and assure the quality and accessibility of health services throughout the County of San Bernardino.
- R. Dietary Guidelines for Americans (DGA): Reviewed every five years and based on scientific data, the dietary guidelines are recommendations that help Americans make healthy food and beverage choices and serve as the foundation for vital nutrition policies and programs for health professionals and policymakers across the United States.
- S. Direct Education (DE): A planned evidence-based nutrition and/or physical activity education designed to increase knowledge of and/or skills in (not just awareness of) healthy eating, food resource management, healthy beverages, gardens, food waste reduction and/or recovery, and active living, where participants are actively engaged in the learning process with an educator and/or interactive media. Single session interventions must be at least 20 minutes in length to be considered a Direct Education activity. For an activity to be counted as direct education, information on the CalFresh program, participation status, age, gender, and race/ethnicity of each participant must be collected.
- T. Evaluation: Method of assessment that measures program effectiveness, both qualitatively and quantitatively, in meeting proposed goals and objectives. Evaluation seeks to understand what programs, interventions, policies are effective (or not) and how best to intervene.
- U. Facilitator: A County Purchasing Department buyer or designated individual tasked with managing the processes of the evaluation panel.
- V. Faith-Based Centers: Refers to a religious congregation (church, mosque, synagogue, or temple) facility or any other charitable organization site affiliated or identified with one or more religious organizations.
- W. Federal Fiscal Year (FFY): The financial year that defines the United States government's budget cycle. It runs from October 1 of the prior year through September 30 of the year being described. For example, FFY 2024 is from October 1, 2024 through September 30, 2025.
- X. Federal Poverty Level (FPL): The threshold for annual income at which an individual or family is considered to be low-income or living in poverty.
- Y. Food Security: The relation between an individual's access to and the supply of sufficient, safe, nutritious food to maintain a healthy and active life. This includes both physical and economic access to food that meets people's dietary needs as well as their food preferences.
- Z. Free and Reduced Priced Meals (FRPM): Federally reimbursed meals (or snacks) for children whose families meet the definition of being low-income as defined by the National School Lunch Act.

- AA. Impact Outcome Evaluation (IOE): A collaboration between CDPH and CalFresh Healthy Living funded health departments, aiming to measure behavior change in sites where SNAP-Ed interventions occur. Local Health Departments all over California participate in the IOE project, using locally designed pre/post evaluations to collect behavioral data from intervention participants, then analyze and report the results on an annual basis. In addition to documenting local program effectiveness, the project helps identify successful nutrition education interventions and potential best practices, while providing direction for program improvement.
- BB. Indirect Education (IE): The distribution or display of information and resources that are designed to increase public awareness of CalFresh Healthy Living Education and/or increase awareness of healthy eating and active living. Indirect Education includes any mass communications, such as, social media posts, community events, advertisements, distribution of materials and/or displays that are not considered direct education or social marketing campaigns.
- CC. Integrated Work Plan (IWP): A contract document that outlines contractual activities of the Local Implementing Agencies (LIAs) working jointly in addressing the nutrition education and obesity prevention landscape across the county. The IWP consists of goals, objectives, activities, and evaluation measures to guide outreach efforts.
- DD. Local Implementing Agencies (LIA): County level organizations funded by CalFresh Healthy Living in California. These include local levels of the following State agencies: California Department of Social Services, California Department of Public Health, University of California CalFresh, California Department of Aging, and Catholic Charities of California.
- EE. Nutrition and Physical Activity Branch (NPAB): A division of CDPH whose mission is to promote healthy eating, physical activity, and nutrition security with an emphasis in communities with the greatest health disparities.
- FF. Policy, Systems and Environmental Change (PSE) Strategies: A strategy or set of strategies that influences organizational, institutional, or community environments, empowering the target audience to adopt healthy behaviors. By modifying the environment and/or changing policies or procedures, healthy choices can often be adopted and sustained with optimal impact and minimal resources and time. PSEs must be evaluated and reported annually.
- GG. Proposal: The offer to provide specific goods or services at specified prices and/or other conditions specified in the RFP.
- HH. Purchasing Agent: The Director of the County Purchasing Department.
- II. Request for Proposal (RFP): The request for an offer from Proposers interested in providing the identified services sought to be procured by the County. The RFP specifies the evaluation factors to be used and contains or incorporates by reference contractual terms and conditions applicable to the procurement.
- JJ. Scope of Work (SOW): A contract document that outlines programmatic contractual activities, including the goals, objectives, activities, and evaluation measures to be met.
- KK. Service Category: Refers to the classification of services solicited as described by the setting in which the service will take place. For this RFP, service categories include LIVE (Healthcare/Dental and Hospitals), LEARN (Early Child Care and Education Facilities), LEARN Schools (K-12, Elementary, Middle, High), and LEARN (Before and After-School Programs).
- LL. Services: The requested services described in this RFP.
- MM. Site Level Assessment Questionnaires (SLAQs): Annual assessment questionnaires completed for all school, early childcare and education, and out-of-school engaged in site-level PSE work.

- NN. Subcontractor: An individual, company, firm, corporation, partnership or other organization, not in the employment of or owned by Contractor who is performing services on behalf of Contractor under the Contract or under a separate contract with or on behalf of Contractor.
- OO. Supplemental Nutrition Assistance Program-Education (SNAP-Ed): Refers to Supplemental Nutrition Assistance Program-Education for eligible low-income Americans in reference to Nutrition and Physical Activity grant programs. As of October 1, 2008, SNAP became the new name for the Federal Food Stamp Program to reflect changes to the program including a focus on nutrition. While SNAP is the Federal name, CalFresh is the name chosen for the State of California.
- PP. Unduplicated Reach: The number of different individuals who received any CalFresh Healthy Living direct education. Each individual counts as one unduplicated participant regardless of the number of times he/she participates in direct education activities. For example, if a participant attends a five-session nutrition education class series, the participant would be counted as one unduplicated count.
- QQ. United States Department of Agriculture (USDA): Federal agency with the responsibility/authority for awarding the SNAP-Ed grant to CDSS who in turn awards grant funds to CDPH and other state implementing agencies.

## **II. CONTRACTOR PROGRAM RESPONSIBILITIES**

Contractor shall:

- A. Fulfill all activities, deliverables, and timeframes as stipulated in the Work Plan (Attachment A and A1) for each program objective, service category, and each FFY.
- B. Complete and submit all mandatory documentation such as invoices, monthly and annual progress reports, success stories, PSE reports, Impact Outcome Evaluation reports, etc., on or before the respective due dates. Contractors will be provided with appropriate forms.
- C. Requested invoice and/or budget revisions must be submitted within five (5) business days of notification.
- D. Comply with all requests from DPH including programmatic and fiscal on-site or desk reviews, annual monitoring visits, and responding to Corrective Action Plans (CAPs) as necessary.
- E. Attend a minimum of fifteen (15) CalFresh Healthy Living sponsored meetings, trainings, and conferences that may include:
  - 1. County Nutrition Action Partnership (CNAP) meetings, including the School Meals Access Collaborative and Garden Subcommittee meetings
  - 2. Quarterly Contractor meetings and local trainings
  - 3. CalFresh Healthy Living Forum
  - 4. Other CalFresh-sponsored regional trainings
- F. Develop and sustain partnerships with non-CalFresh funded entities to improve nutrition education and obesity prevention outreach. Regularly report the names of partners, roles, and types of partners, e.g., food insecurity, equity, community-based organizations, healthcare partnerships, and school districts, etc.
- G. Annually submit a list of proposed intervention sites at the beginning of each federal fiscal year to ensure that all sites meet the CalFresh Healthy Living guidelines. Review and update site list on a quarterly basis.
- H. Adhere to the following Program Considerations:

1. Funds are not to be used to develop new nutrition education materials, but permit the use of CalFresh Healthy Living approved materials and resources.
2. All NEOPB-funded programs must ensure outreach is conducted in qualifying locations. The [NEOPB Geographic Information System \(GIS\) mapping tool](#) assists in identifying qualifying census tract data. Schools qualify based on Free and Reduced Priced Meals (FRPM) data; those where at least fifty (50) percent of the students receive FRPM can be served with CalFresh Healthy Living funding. Sites must be approved prior to the initiation of outreach. Areas/residents of the County not meeting the above specifications cannot be served with CalFresh Healthy Living funds.
3. Strictly follow the USDA allowable/unallowable guidelines.
4. Comply with CDPH Network Guidance Manual, Nutrition Program NEOP Contractor Manual, Nutrition Program Policy letters and/or other directives as appropriate.
5. Ensure that staff is linguistically and culturally competent to successfully impact the target audience.

### **III. CONTRACTOR GENERAL RESPONSIBILITIES**

- A. Contractor agrees to all State-required terms and conditions as stated in Federal Terms and Conditions (Attachment B).
- B. In the performance of this Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino. Contractor agrees to comply with the applicable federal suspension and debarment regulations, including, but not limited to 7 Code of Federal Regulations (CFR) Part 3017, 45 CFR 76, 40 CFR 32, or 34 CFR 85. By signing this Contract, Contractor certifies that:
  1. Neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
  2. Have not within a three-year period preceding this Contract been convicted of or had a judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; or a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction or 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 (A)(2) herein; and
  4. Have not within a three-year period preceding this Contract had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- C. Contractor shall not be identified as suspended or debarred on the federal System for Award Management's (SAM) excluded list (<https://www.sam.gov>). If at any time during the term of this Contract, the County determines Contractor is identified as either suspended or debarred on the SAM, Contractor shall be considered in material breach of this Contract, and the County may proceed under the Correction of Performance Deficiencies at Section VII of this Contract, including immediate termination of this Contract. If Contractor becomes aware, at any point during the term of this Contract, that it is identified as suspended or debarred on the SAM excluded list, Contractor must immediately inform County. Such inclusion will be considered a material breach of the Contract and be sufficient grounds for immediate termination.
- D. Without the prior written consent of the Assistant Executive Officer for Human Services, this Contract is not assignable by Contractor either in whole or in part.

- E. This is not an exclusive Contract. The County reserves the right to enter into a contract with other Contractors for the same or similar services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work, or receive compensation, under the terms of this Contract.
- F. Contractor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "County Administrative Official" is defined as a member of the Board of Supervisors or such member's staff, Chief Executive Officer of the County or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.
- G. If during the course of the administration of this Contract, the County determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.
- H. Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.
- I. Contractor agrees not to enter into any subcontracts for work contemplated under this Contract without first obtaining written approval from the Director of DPH. The County may withhold such consent in its sole discretion.

At County's request, Contractor shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Contractor shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Paragraph BB of this Section III. All approved subcontractors shall be subject to the provision of this Contract applicable to Contractor Personnel.

For any subcontractor, Contractor shall:

- 1. Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions;
  - 2. Ensure that the subcontractor follows County's reporting formats and procedures as specified by County; and
  - 3. Include in the subcontractor's subcontract substantially similar terms as are provided in this Contract.
- J. Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

All records relating to the Contractor's personnel, contractors, subcontractors, service/scope of work and expenses pertaining to this Contract shall be kept in generally acceptable accounting format. Records should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Code of Federal Regulations (CFR) that state the administrative requirements, cost principles and other standards for

accountancy. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for further information.

All records shall be complete and current and comply with all contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

- K. Contractor shall notify County in writing of any change in mailing address and/or physical location within ten (10) days of the change, and shall immediately notify County of changes in telephone or fax numbers.
- L. Contractor shall notify County of any continuing vacancies and any positions that become vacant during the term of this Contract that will result in reduction of services to be provided under this Contract. Upon notice of vacancies, the Contractor shall apprise County of the steps being taken to provide the services and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to County on each periodically required report for the duration of said vacancies and/or problems.
- M. Contractor shall designate an individual to serve as the primary point of contact for the Contract. Contractor shall notify the County when the primary contact will be unavailable/out of the office for one (1) or more workdays. Contractor or designee must respond to County inquiries within two (2) County business days. Contractor shall not change the primary contact without written notice to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.
- N. Contractor shall provide a system, approved by the County, through which recipients of service shall have the opportunity to express and have considered their views and complaints regarding the delivery of services. The procedure must be in writing and posted in clear view of all recipients.
- O. Contractor will ensure that staff are knowledgeable on the San Bernardino County Public Health Complaint and Grievance Procedure (Attachment C) and ensure that any complaints by recipients are referred to the County in accordance with the procedure.
- P. Contractor shall notify the County of all upcoming meetings of the Board of Directors or other governing party and shall keep the County apprised of any and all actions taken by its Board of Directors which may impact on the Contract. Board of Directors' minutes shall be submitted to the County upon request. Further, a County representative shall have the option of attending Board meetings during the term of this Contract.
- Q. Pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, regulations have been promulgated governing the privacy of individually identifiable health information. Contractor acknowledges that it is a covered entity and subject to the requirements of HIPAA and HITECH, and their implementing regulations. Contractor agrees to fully comply with the terms of HIPAA and HITECH, and regulations promulgated thereunder, and to ensure any Subcontractors utilized to fulfill Services pursuant to this Contract comply with said provisions. Contractor further agrees to comply with the requirements of all other applicable federal and state laws that pertain to the protection of health information.
- R. Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this Contract, except for statistical information not identifying any participant. The Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- S. Contractor shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential information that is either: (1) provided by the County to Contractor or an agent of Contractor or otherwise made available to Contractor or Contractor's agent in connection with this Contract; or,

(2) acquired, obtained, or learned by Contractor or an agent of Contractor in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialized and includes, but is not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.

T. Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency or to the appropriate Child Protective Services agency. This responsibility shall include:

1. Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them.
2. Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency.
3. Provision for arrangement of training in child abuse reporting laws (Penal Code section 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

U. Contractor shall notify the County of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the County. In the County's discretion, the County may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship, or volunteer services.

Contractor shall immediately notify the County concerning the arrest and/or conviction, for other than minor traffic offenses, of any paid employee, agent, consultant, intern, or volunteer staff, when such information becomes known to Contractor.

V. In recognition of individual rights to work in a safe, healthful and productive workplace, as a material condition of this Contract, Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County equipment:

1. Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
2. Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.
3. Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Contractor or Contractor's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other contract the Contractor has with the County, if the Contractor or Contractor's employees are determined by the County not to be in compliance with above.

- W. Contractor shall make every reasonable effort to prevent employees, consultants or members of its governing bodies from using 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. In the event County determines a conflict of interest exists, any increase in costs associated with the conflict of interest may be disallowed by County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, agents, or employees have family, business or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicants and such persons have successfully competed for employment with other applicants on a merit basis.
- X. Contractor shall adhere to the County's Travel Management Policy (08-02 and 08-02SP1) when travel is pursuant to this Contract and for which reimbursement is sought from the County. In addition, Contractor is encouraged to utilize local transportation services, including but not limited to, the Ontario International Airport.
- Y. Contractor agrees to and shall comply with the following indemnification and insurance requirements:
1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
  2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the County and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.1185.
  3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.
  4. Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.
  5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage, including endorsements, as required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum “Best” Insurance Guide rating of “A-VII”.
8. Deductibles and Self-Insured Retention – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to Risk Management.
9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the Contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.
10. Insurance Review – Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County’s risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.
11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

  - a. Workers’ Compensation/Employers Liability – A program of Workers’ Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer’s Liability with \$250,000 limits covering all

persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as “employees” under the Labor Code and the requirement for Workers’ Compensation coverage will be waived by the County’s Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers’ Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:
  - 1. Premises operations and mobile equipment.
  - 2. Products and completed operations.
  - 3. Broad form property damage (including completed operations).
  - 4. Explosion, collapse and underground hazards.
  - 5. Personal injury.
  - 6. Contractual liability.
  - 7. \$2,000,000 general aggregate limit.
- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one (1) or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits.

or

Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits.

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

- f. Abuse/Molestation Insurance – The Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.
  - g. Cyber (internet) and Electronic Data Processing (EDP) Insurance – Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.
- Z. Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all licenses and pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Failure to comply with the provisions of this section may result in immediate termination of this Contract.
- AA. Contractor shall comply with all applicable local health and safety clearances, including fire clearances, for each site where services are provided under the terms of this Contract.
- BB. Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program, Employment Discrimination, and Civil Rights Compliance requirements:
  - 1. Equal Employment Opportunity Program – The Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and all rules and regulations adopted pursuant thereto: Executive Orders 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250; Title VII of the Civil Rights Act of 1964; Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000), the California Fair Employment and Housing Act; and other applicable federal, state, and county laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.
  - 2. Employment Discrimination – During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment or service recipient because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VII of the Civil Rights Act of 1964, the California Fair Housing and Employment Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

3. Civil Rights Compliance – The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by state regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the County Human Services Contracts Unit within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the County shall supply a sample of the Plan format. The Contractor shall be monitored by the County for compliance with provisions of its Civil Rights Plan. Contractor is required to maintain and provide a current Civil Rights Plan for the duration of the Contract and submit the Assurance of Compliance form (Attachment D) annually. Additionally, the Contractor shall submit to County an Assurance of Compliance with the California Department of Social Services Nondiscrimination in State and Federally Assisted Programs Statement annually.
4. Equity – Contractor shall adhere to and participate in County efforts ensuring all individuals and communities have equal access and opportunity to health and wellbeing by providing culturally and linguistically appropriate services to all people of color and culture, age, disabilities, gender, sexual orientation or gender identity including people with limited English proficiency (LEP). Services provided must be respectful of and responsive to the cultural and linguistic needs of County residents.
  - a. Contractor shall assess the demographic make-up and population trends of its service area to identify the cultural and linguistic needs of the eligible service population. Such studies are critical to designing and planning for providing appropriate, effective and equitable services.
  - b. Contractor shall partner with and support community partners in addressing disparities in family stability, health and mental wellness, education, employment, housing and overall delivery of human services. Partnering includes opportunities for partners and community members to design, implement and evaluate practices, and services ensuring equity and cultural and linguistic appropriateness.
  - c. Contractor shall work with County to communicate and provide opportunities for individuals and communities of color and culture to provide feedback on progress and outcomes achieved to address disparities in family stability, health and mental wellness, education, employment, housing and overall delivery of human services.
  - d. Contractor shall recruit, promote and support a culturally and linguistically diverse workforce that is responsive to and represents the population being served. This includes trained and competent bilingual staff.
  - e. Contractor shall provide training to enhance its workforce knowledge on cultural and linguistic competence. Becoming culturally and linguistically competent is a developmental process and incorporates at all levels the importance of culture, the assessment of cross-cultural relations, vigilance towards the dynamics that result from cultural differences, the expansion of cultural knowledge, and the adaptation of services to meet culturally-unique needs. Providing services in a culturally appropriate and responsive manner is fundamental in any effort to ensure success of high quality and cost-effective health and human services. Offering those services in a manner that fails to achieve its intended result due to cultural and linguistic barriers does not reflect quality of care and is not cost-effective.
  - f. To ensure equal access to quality care for diverse populations, Contractors providing health and health care services may adopt the Federal Office of Minority Health Culturally and Linguistically Appropriate Services (CLAS) national standards.
  - g. Upon request, Contractor will provide County Human Services evidence of adherence to requirements listed above.

- CC. Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA).
- DD. Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations title 20, section 1401 et seq.).
- EE. If the amount available to Contractor under this Contract, as specified in Section V, Paragraph A, exceeds \$100,000, Contractor agrees to comply with the Clean Air Act (42 U.S.C. Section 7606), section 508 of the Clean Water Act (33 U.S.C. section 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. section 1.1 et seq.).
- FF. In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.
- To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County's environmentally preferable purchases. Contractors must also be able to report on environmentally preferable goods used in the provision of Services to the County, utilizing a County approved form.
- GG. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the County shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.
- HH. Contractor agrees that any news releases, advertisements, public announcements or photographs arising out of the Contract or Contractor's relationship with County shall not be made or used without prior written approval of the DPH Director or their designee, and shall include County approved branding.
- II. IRAN CONTRACTING ACT 2010, Public Contract Code sections 2200 et seq. (Applicable for all Contracts of one million dollars (\$1,000,000) or more). In accordance with Public Contract Code section 2204(a), the Contractor certifies that at the time the Contract is signed, the Contractor signing the Contract is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-Ineligible-Businesses#@ViewBag.JumpTo>) as a person (as defined in Public Contract Code section 2202(e)) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable.
- Contractors are cautioned that making a false certification may subject the Contractor to civil penalties, termination of existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205. Contractor agrees that signing the Contract shall constitute signature of this Certification.
- JJ. Contractor shall comply with the Environmental Tobacco Smoke/Pro-Children Act of 1994 (20 U.S.C 6081 et seq.).

#### **IV. COUNTY RESPONSIBILITIES**

County shall:

- A. Provide the Contractor with a single point of contact to provide consultation and technical assistance in implementing the terms of the Contract.
- B. Provide a limited quantity of nutrition materials based on availability from the State.
- C. Make available certain items that can be loaned to the Contractor on a short-term basis. Items include fruit and vegetable costumes and physical activity demonstration equipment.
- D. Monitor and evaluate contract performance on an ongoing basis by scheduling periodic meetings with the Contractor to discuss progress, performance, procedures, challenges, and/or recommended changes.
- E. Compensate the Contractor in accordance with the provisions of Section V of the Contract.
- F. DPH has authority to make changes to the SOW.

## V. FISCAL PROVISIONS

- A. The maximum amount of reimbursement under this Contract shall not exceed \$1,703,196, of which \$1,703,196, 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.

Funds are further broken down by Program Year as follows:

Program Year	Category	Dollar Amount
October 1, 2024 through September 30, 2025	ECE, K-12, and After School	\$851,598
October 1, 2025 through September 30, 2026	ECE, K-12, and After School	\$851,598
Total		\$1,703,196

- B. For services satisfactorily rendered, and upon receipt and approval of the invoices, the County agrees to compensate the Contractor for actual expenditures in accordance with the individual FFY Program Budget (Attachments F and F1) under a cost reimbursement contract. Invoices shall be issued with corresponding SAP Contract and/or Purchasing Order number stated on the invoice, and shall be processed with a net sixty (60) day payment term following approval by County.
- C. Monthly invoices shall be submitted for payment within thirty (30) calendar days following the end of the month in which services were rendered and costs incurred. Invoices (form to be provided) are to be submitted to:

County of San Bernardino  
Department of Public Health  
Attn: Fiscal Specialist  
1505 South "D" Street, Suite 101  
San Bernardino, CA 92415

- D. Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.
- E. Costs for services under the terms of this Contract shall be incurred during the contract period except as approved by County. Contractor shall not use current year funds to pay prior or future

year obligations.

- F. Funds made available under this Contract shall not supplant any federal, state or any governmental funds intended for services of the same nature as this Contract. Contractor shall not claim reimbursement or payment from County for, or apply sums received from County with respect to that portion of its obligations that have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the County.
- G. County is not liable for the payment of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless County would otherwise be liable for the payment of such taxes in the course of its normal business operations.
- H. Contractor shall request a budget amendment, in writing, in advance of expenditures: 1) when aggregate expenditures are expected to exceed an approved budgeted line item by more than fifteen (15%) percent; or 2) to add a new budget line item. No budget revision may result in an increase of the maximum dollar amount stated in Paragraph A, of this Section. The written request must specify the changes requested, by line item and amount, and must include justification. Prior to implementation of a budget revision, the County shall approve (or deny) the budget revision request. The County has the authority to approve line item budget changes with prior state approval to the budget herein, as long as these changes do not exceed the total contract amount. County shall notify the Contractor in writing of the status of the budget revision request within fourteen (14) calendar days of receipt of the Contractor's written request. The County reserves the right to deny the Contractor's invoice for expenditures in excess of the approved budgeted line item amount. Budget amendments will be considered on a case by case basis.
- I. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Contract does not appropriate sufficient funds for the program, this Contract shall be of no further force and effect. In this event, the County shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Contract and Contractor shall not be obligated to perform any provisions of this Contract.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the County shall have the option to either cancel this Contract with no liability occurring to the County, or offer an agreement amendment to Contractor to reflect the reduced amount.

The Contractor will expend funds in an efficient and consistent manner throughout the contract year to ensure full and even expenditure of funds for the contract period. The County reserves the authority to reduce or increase Contract amounts in the event the Contractor is under-expending and this under-expenditure results in deficiency of services rendered and/or the Contractor is unable to meet its contracted targets and measures.

- J. A final undisputed invoice shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this agreement, unless a later or alternate deadline is agreed to in writing by the County. Said invoice should be clearly marked "Final Invoice" indicating that all payment obligations of the County under this agreement have ceased and that no further payments are due or outstanding.

The County may, at this discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written County approval of an alternate final invoice submission deadline.

The Contractor is hereby advised of its obligation to submit to the County, with the final invoice, a completed copy of State Form "Contractor's Release" CDPH 2352. Form to be provided by County.

- K. Invoices, received from the Contractor and accepted for payment by the County, shall not be deemed evidence of allowable agreement costs.

Grantee shall maintain for review and audit and supply to the County upon request, adequate documentation of all expenses claimed pursuant to this Contract to permit a determination of expense allowability.

If the allowability of an expense cannot be determined by the County because invoice detail, fiscal records, or backup documentation is nonexistent or inadequate according to generally accepted accounting principles or practices, all questionable costs may be disallowed and payment may be withheld by the County. Upon receipt of adequate documentation supporting a disallowed or questionable expense, reimbursement may resume for the amount substantiated and deemed allowable.

Travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. For more information on allowable travel and per diem expenses and required documentation (see most recent version of State Form "Travel Reimbursement Information" CDPH CMU 01).

- L. Contractor agrees that claims based upon the terms of this Contract or an audit finding and/or an auditing finding that is appealed and upheld, will be recovered by the County by one (1) of the following options:
1. Contractor's remittance to the County of the full amount of the audit exception within thirty (30) days following the County's request for repayment;
  2. A repayment schedule which is agreeable to both the County and the Contractor.

The County reserves the right to select which option as indicated above will be employed and the Contractor will be notified by the County in writing of the claim procedure to be utilized.

If the Contractor has filed a valid appeal regarding the report of audit finding, recovery of the overpayments will be deferred until a final administrative decision on the appeal has been reached. If the Contractor loses the final administrative appeal, Contractor shall repay, to the County, the over-claimed or disallowed expenses, plus accrued interest. Interest accrues from the Contractor's first receipt of the County's notice requesting reimbursement of questioned audit costs or disallowed expenses.

## **VI. RIGHT TO MONITOR AND AUDIT**

- A. County shall have the absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.
- B. County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Full cooperation shall be given by Contractor in any auditing or monitoring conducted. Contractor shall repay to the County within thirty (30) days of receipt of audit findings any reimbursements made by County to Contractor that are determined by subsequent audit to be unallowable pursuant to the terms of this Contract or by law.
- C. Contractor shall cooperate with County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by this Contract.
- D. All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by county, federal and state representatives for a period of three (3) years after final payment under the Contract or until all pending county, state, and federal audits are completed, whichever is later. Records of the Contractor which do not pertain to the services under this Contract may be subject to review or audit unless provided in this or another Contract. Technical program data shall be retained locally and made available upon the County's reasonable advance written notice or turned over to County. If said records are not made available at the scheduled monitoring visit, Contractor may, at County's option, be required to reimburse County for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and may be deducted from the following month's claim for reimbursement.

- E. Contractor shall provide all reasonable facilities and assistance for the safety and convenience of County's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.
- F. Upon County request, Contractor shall hire a licensed Certified Public Accountant, approved by the County, who shall prepare and file with County, within sixty (60) days after the termination of the Contract, a certified fiscal audit of related expenditures during the term of the Contract and a program compliance audit.
- G. Pursuant to Code of Federal Regulations (CFR) – Title 2 CFR 200.501, Contractors expending \$750,000 or more in federal funds within the Contractor's fiscal year must have a single audit or program-specific audit performed. A copy of the audit performed in accordance with Code of Federal Regulations (CFR) – Title 2 CFR 200.501 shall be submitted to the County within thirty (30) days of completion, but no later than nine (9) months following the end of the Contractor's fiscal year. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1501&rgn=dv8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1501&rgn=dv8) for further information.
- H. The following closely related programs identified by the Catalog of Federal Domestic Assistance (CFDA) number are to be considered as an "Other cluster" for purposes of determining major programs or whether a program specific audit may be elected. The Contractor shall communicate this information to the independent auditor conducting the organization's single audit.

US Department of Health and Human Services:

10.561                                      State Administrative Matching Grants for the  
Supplemental Nutrition Assistance Program

- I. County is required to identify the Contractor Data Universal Numbering System (DUNS) numbers and Federal Award Identification Number (FAIN) in all County contracts that include Federal funds or pass through of Federal funds. This information is required in order for the County to remain in compliance with 2CFR Section 200.331, and remain eligible to receive Federal funding. The Contractor shall provide the Contractor name as registered in DUNS, as well as the DUNS number to be included in this Contract. Related FAIN will be included in this Contract by the County.

Contractor Name as registered in DUNS	San Bernardino County Superintendent of Schools
DUNS	127775190
FAIN	N/A

## **VII. CORRECTION OF PERFORMANCE DEFICIENCIES**

- A. In the event of a problem or potential problem that could impact the quality or quantity of work, services, or the level of performance under this Contract, Contractor shall notify the County within one (1) working day, in writing and by telephone.
- B. Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.
- C. In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract.
  - 1. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at sole discretion of County; and/or
  - 2. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or
  - 3. Withhold funds pending duration of the breach; and/or
  - 4. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "2" of this paragraph; and/or

5. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
- D. Unless a remedy is specifically designated as exclusive, no remedy conferred by any of the specific provision of the Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one (1) or more remedies by either Party shall not constitute a waiver of the right to pursue other available remedies.

## **VIII. TERM**

This Contract is effective as of October 1, 2024 and expires September 30, 2026, but may be terminated earlier in accordance with provisions of Section IX of the Contract. The Contract term may be extended for one (1) additional one-year period by mutual agreement of the parties, based on the availability of funds, satisfactory contractor performance, and Board of Supervisors approval.

## **IX. EARLY TERMINATION**

- A. The County may terminate the Contract immediately under Section V. Paragraph A, if funds are not available to the County, and under the provisions of Section VII, Paragraph C, Item 5 of the Contract. In addition, the Contract may be terminated without cause by the County by serving a written notice to the Contractor thirty (30) days in advance of termination. The Director of Public is authorized to exercise the County's rights with respect to any termination of this Contract.
- B. Contractor shall only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. Contractor shall not be reimbursed for costs incurred after the date of termination.
- C. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

## **X. GENERAL PROVISIONS**

- A. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: San Bernardino County Superintendent of Schools  
601 North E. Street  
San Bernardino, CA 92415

County: San Bernardino County  
Public Health  
Attn: Contracts Unit  
451 E Vanderbilt Way  
San Bernardino, CA 92408

Program: Department of Public Health  
Nutrition and Wellness Services  
Attn: Program Coordinator  
1505 South D Street, Suite 101  
San Bernardino, CA 92415

- B. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the Parties hereto, nor shall either Party have the right,

power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.

- C. Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate any contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

- D. Time is of the essence in performance of this Contract and each of its provisions. Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.
- E. County discourages the purchase of equipment with funds received under this Contract. All equipment, materials, supplies or property of any kind (including publications and copyrights, etc.) which have a single unit cost of five hundred dollars (\$500) or more, including tax, purchased with funds received under the terms of this Contract and not fully consumed in one (1) year shall be the property of County and shall be subject to the provisions of this paragraph. The disposition of equipment or property of any kind shall be determined by County upon Contract termination.
- F. The State and County shall have all ownership rights in software or modifications thereof and associated documentation designed, developed or installed with Federal financial participation. The Federal Government (Department of Health and Human Services) reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for Federal Government purposes, such software modification, and documentation. Proprietary software packages that are sold or leased to the general public are not subject to the ownership provisions.
- G. County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under the Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of the Contract shall acknowledge San Bernardino County as the funding agency and Contractor as the creator of the publication. No such materials or properties produced in whole or in part under the Contract shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printed material, and periodicals, assembled pursuant to the Contract must be filed with County prior to publication. Contractor shall receive written permission from County prior to publication of said training materials.
- H. All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to the Contract shall be considered property of the County upon payment for services (and product, if applicable). All such items shall be delivered to County at the

completion of work under the Contract, subject to the requirements of Section VIII, Term. Unless otherwise directed by County, Contractor may retain copies of such items.

- I. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under the Contract shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- J. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Contract. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.
- K. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable (giving effect to the intention of the Parties) and the remaining provisions of the Contract shall not be affected.
- L. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The Parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
- M. In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.
- N. The parties actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity and enforceability of the remaining provisions shall remain in full effect.
- O. In the event that a subpoena or other legal process commenced by a third party in any way concerning the services provided under this Contract is served upon Contractor or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Contractor and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise proceed herein in connection with defense obligations by Contractor for County.
- P. This Contract supersedes and replaces all previous contracts, agreements and understandings, oral, written and implied, between the County and Contractor hereto with respect to the subject matter hereof. All such prior contracts, agreements and understandings are hereby terminated and deemed of no further force or effect.
- Q. The County desires that Municipalities, School Districts, and other Tax Districts within the County of San Bernardino requiring the same services provided herein may at their option and through the County Purchasing agent, avail themselves of this Contract. Upon notice, in writing, the Contractor agrees to the extension of the terms of a resultant contract with such governmental bodies as though they have been expressly identified in this Contract, with the provisions that:

1. Such governmental body does not have and will not have in force any other contract for like purchases.
2. Such governmental body does not have under consideration for award any other bides or quotations for like purchases.

Such governmental body shall make purchases directly through and to the Contractor. The County will not be liable for any such purchase made between the Contractor and another governmental body who avails themselves of this Contract.

## XI. CONCLUSION

- A. This Contract, consisting of twenty-five (25) pages and Attachments A through F, is the full and complete document describing services to be rendered by Contractor to County, including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

IN WITNESS WHEREOF, the Board of Supervisors of the County of San Bernardino has caused this Contract to be subscribed to by the Clerk thereof, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officers, the day, month, and year written.

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

San Bernardino County Superintendent of Schools

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

By ► \_\_\_\_\_  
(Authorized signature - sign in blue ink)

Name Richard De Nava  
\_\_\_\_\_  
(Print or type name of person signing contract)

Title Chief Business Officer  
\_\_\_\_\_  
(Print or Type)

Dated: \_\_\_\_\_

Address 601 North E. Street  
San Bernardino, CA 92415  
\_\_\_\_\_

### FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
►	►	►
Adam Ebright, County Counsel		Joshua Dugas, Director
Date _____	Date _____	Date _____

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

## CALFRESH HEALTHY LIVING SNAP-ED CONTRACT PERIOD: OCTOBER 1, 2024 – SEPTEMBER 30, 2025

<b>Contract Number:</b>	
<b>Contractor:</b>	
<b>CalFresh Healthy Living Goals and Focus:</b>	<p>California Supplemental Nutrition Assistance Program Education (SNAP-Ed) also known as CalFresh Healthy Living, goals are to:</p> <ol style="list-style-type: none"> <li>1. Empower CalFresh Food eligible participants toward healthful dietary choices and physically active lifestyles.</li> <li>2. Mobilize communities and institutions to transform policies and systems towards a culture of equity, antiracism, healing, and health for all people.</li> <li>3. Work collaboratively with community members and other partners to increase impact, strengthen relationships between and across sectors, and ensure sustainable outcomes.</li> <li>4. Optimize and enhance the food system to support a healthy diet.</li> <li>5. Adopt, implement, maintain, and support programs and policies that: <ul style="list-style-type: none"> <li>- Increase access to and demand for healthy food</li> <li>- Decrease access to and demand for unhealthy food</li> <li>- Promote drinking water and restrict access to and consumption of sugar sweetened beverages</li> <li>- Enhances the natural and built environment to increase physical activity opportunities</li> </ul> </li> </ol>
<b>IWP Domain(s):</b>	LEARN
<b>PSE Setting:</b>	Before and/or After-School Programs
<b>Strategy(ies):</b>	Access to healthy food, nutrition standards, and physical activity
<b>Sub-Strategy(ies):</b>	Capacity building for school nutrition standards, physical activity, edible gardens, water access and appeal, and healthy procurement
<b>Local Objective(s):</b>	Administration, Before and/or After-School Programs
<b>Primary Target Audience:</b>	CalFresh Food eligible county residents

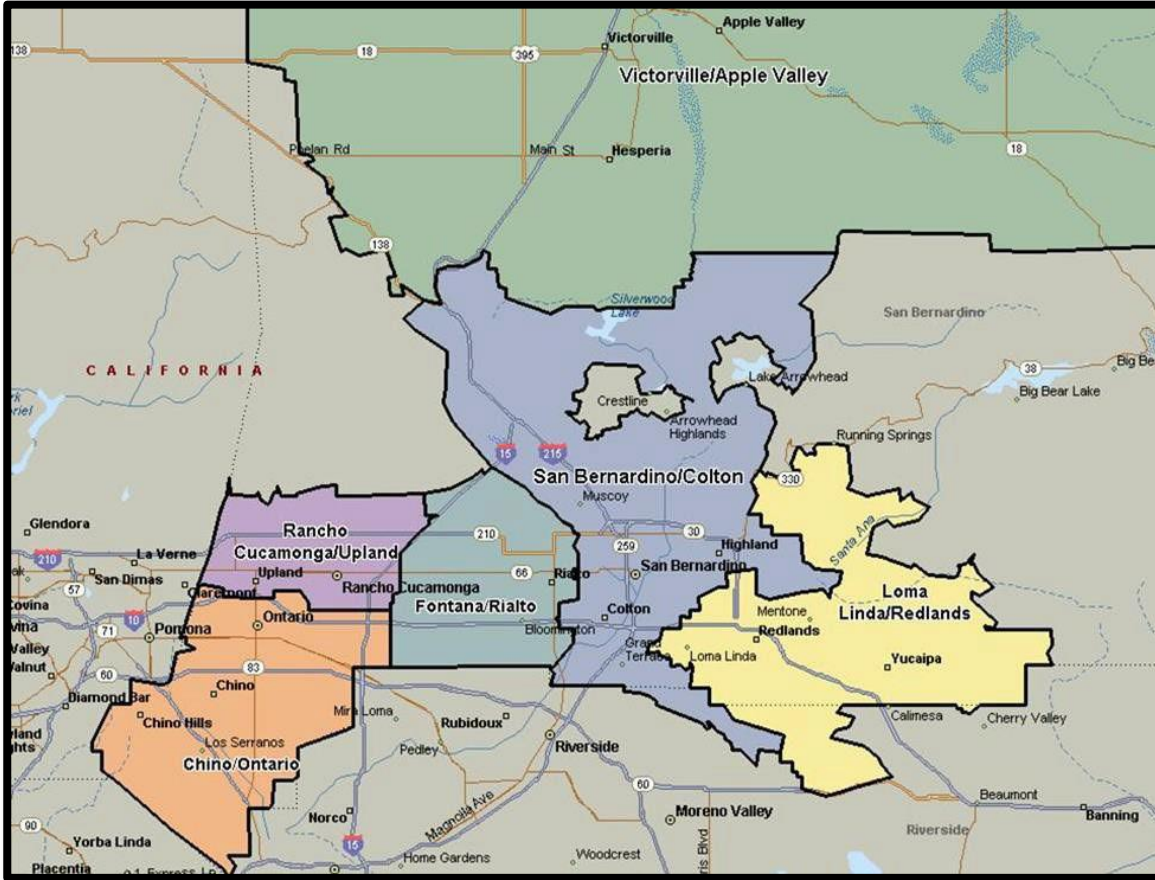
BEFORE AND/OR AFTER-SCHOOL EDUCATION		Tota Total I
Direct Education reach (children)		1,000
Direct Education reach (adults)		50
Indirect Education reach (children)		750
Indirect Education reach (adults)		500
Planned number of PSE changes		2

**Contractor: SBCSS**

## One Year Work Plan FFY 2024

## Service Category LEARN: Before and After-School Programs

## SAN BERNARDINO COUNTY (SBC) CALFRESH HEALTHY LIVING ZONES



- **West SBC**
  - Chino/Ontario, Montclair areas
  - Rancho Cucamonga/Upland areas
- **Central SBC**
  - Fontana/Rialto areas
  - San Bernardino/Colton, Grand Terrace areas
  - Mountain communities including:
    - Crestline, Arrowhead
- **East SBC**
  - 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 SBC**
  - Victorville/Apple 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: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs**SNAP-Ed Local Objective A: Administration**

By September 30, 2025, **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 15 CalFresh Healthy Living-sponsored meetings and trainings**.

Activity Description	Documentation
<b>Complete all mandatory documentation</b> 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.	<u>Submit:</u> Invoices, progress reports, success stories, PSE reports  <u>On file:</u> data cards, attachments
Comply with all requests from Department of Public Health (DPH) including annual <b>programmatic and fiscal onsite monitoring visits, site visits or desk reviews</b> , and responding to corrective action plans (CAPs) as necessary.	<u>On File:</u> Record of compliance, completed reports
Acquire <b>Food Handlers Card</b> that meets DPH requirements for all staff responsible for conducting taste tests and/or CalFresh Healthy Living approved recipe demonstrations.	<u>Submit:</u> County of San Bernardino Food Handlers Card
Annually, <b>attend a minimum of 15 CalFresh- sponsored meetings, trainings and conferences</b> that may include the following: <ul style="list-style-type: none"> <li>a. County Nutrition Action Partnership (CNAP) meetings, including School Meals Access Collaborative and Garden Subcommittee meetings</li> <li>b. Quarterly Contractor meetings and local trainings</li> <li>c. CalFresh Healthy Living Forum</li> <li>d. Other CalFresh-sponsored regional trainings</li> </ul>	<u>On File:</u> Meeting agendas

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

## Direct/Indirect Nutrition and Physical Activity Education

By September 30, 2025, **reach a minimum of 1,000 school-age children and 50 parents/caregivers with NPAB approved direct nutrition education and reach a minimum of 750 school-age children and 500 parents/caregivers with supportive indirect education** to promote and reinforce messages related to nutrition, physical activity, healthy beverage, edible gardens and/or food waste reduction and recovery at qualified before and/or after-school program sites. Parent education may also include utilization of pantry foods (healthy recipes) and food resource management.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE	<b>Partner with at least 20 qualified before and/or after-school sites reaching each CalFresh Healthy Living Zone</b> to allow teachers to be trained to conduct evidence-based nutrition, physical activity, healthy beverage, edible gardens and/or food waste reduction and recovery education interventions with school aged students. Include taste tests when possible. <b>Establish relationships with before and/or after-school site administration and generate a Letter of Agreement</b> with administrators to allow for staff development.	Recruit sites  Establish agreement				<u>Submit:</u> PEARS, Site List  <u>On file:</u> Letters of Agreement
TTA	<b>Provide training on NPAB approved curricula and offer ongoing technical assistance</b> for teachers/staff to gain skills and tools to conduct education at qualified sites.					<u>On file:</u> Training agenda, sign-in sheets, training presentations and materials
DE	Teachers will <b>conduct direct nutrition, physical activity, healthy beverage, garden and/or food waste reduction and recovery education utilizing approved curricula at a minimum of 1,000 students.</b> Where possible, complement education with taste tests.  <b>Conduct classroom visits at a minimum of 10 sites</b> implementing education to ensure fidelity of class delivery.	Estimated Reach 250 students  Estimated Reach Visit a minimum of 2 sites	Estimated Reach 250 students  Estimated Reach Visit a minimum of 3 sites	Estimated Reach 250 students  Estimated Reach Visit a minimum of 2 sites	Estimated Reach 250 students  Estimated Reach Visit a minimum of 3 sites	<u>Submit:</u> PEARS  <u>On file:</u> Nutrition education materials, site visit evaluations

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
IOE	<p><b>Participate in the Impact/Outcome Evaluation (IOE).</b></p> <p><b>If conducting a series of four (4) or more classes using approved series-based curricula, an IOE must be implemented.</b></p> <p>Conduct direct education with unduplicated 4<sup>th</sup> through 12<sup>th</sup> grade students utilizing NPAB approved series-based curricula and materials. Administer pre-tests at the beginning of the school year and post-tests at the end for intervention sites. Interventions will be multi- component and include PSE work.</p>	<p>Administer pre-tests</p> <p>Direct education</p>	Direct education	<p>Direct education</p> <p>Administer post-tests</p>		<p><u>Submit:</u> PEARS, matched pre and post-tests, Planning Worksheet, Attrition Log</p> <p><u>On file:</u> education materials</p>
DE	<p><b>Conduct NPAB approved direct nutrition, physical activity, healthy beverage, and/or edible garden education</b> with a minimum of 50 unduplicated parents/caregivers at 10 before and after-school sites and other places people go to learn (e.g., faith-based centers, family resource centers, gardens, public housing, libraries, school-based food assistance/distribution sites &amp; events, and USDA summer meal sites).</p> <p><b>Education may also include utilization of healthy recipes, food resource management, and/or food waste reduction and recovery.</b> Where possible, complement education with recipe demonstrations and/or taste tests. Education may be delivered in a series of interactive sessions as feasible.</p> <p><b>If conducting four or more classes in a series, a CalFresh Healthy Living Adult Survey must be conducted.</b></p>					<p><u>Submit:</u> PEARS, CalFresh Healthy Living Adult Survey</p> <p><u>On file:</u> Agendas, sign-in sheets, data cards, education materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
IE	<b>Promote, support, and reinforce messages</b> consistent with Direct education (DE) and other activities within nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.	Estimated Reach 187 students	Estimated Reach 188 students	Estimated Reach 188 students	Estimated Reach 187 students	<u>Submit:</u> PEARS  <u>On file:</u> Education materials, CalFresh Healthy Living approved recipes, newsletters, flyers, social media posts,
	<b>Utilize indirect education strategies to engage and empower 750 students and 500 parents/caregivers</b> to implement changes at before and/or after-school sites, at home and/or while dining out. Recipe demonstrations and/or taste testing can be included.  <b>Communicate through various appropriate channels</b> (e.g., newsletters, events, flyers, signage, posters, social media, websites, etc.).	Estimated Reach 125 parents/ caregivers	Estimated Reach 125 parents/ caregivers	Estimated Reach 125 parents/ caregivers	Estimated Reach 125 parents/ caregivers	

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

## Policy, Systems and Environmental (PSE) Change

By September 30, 2025, **support the implementation and documentation of at least one (1) policy, system and environmental (PSE) change per site, at two (2) qualified before and/or after-school sites** in relation to nutrition standards, physical activity, water access and appeal, edible gardens, and or healthy procurement.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
ASMT	<p><b>Identify and engage local influencers and partners to:</b></p> <p><b>PRE: Assess the need, readiness, access and/or environment</b> of before and/or after-school settings in relation to nutrition standards, physical activity, water access and appeal, and/or edible gardens. <b>Identify gaps or ways to strengthen current programs.</b> Survey site participants such as youth, parents, site leadership/staff, community members, maintenance staff and/or Community-Based Organizations (CBOs) for input and feedback on potential opportunities. Work can include engaging youth in data collection.</p> <p><b>POST: Assess the impact and/or environmental changes</b> in relation to program implementation including nutrition standards, physical activity, water access and appeal, and/or edible gardens. <b>Solicit and assess feedback</b> from site participants and site leadership/staff. Work can include engaging youth in data collection.</p> <p>Coordinate completion of the Site-Level Assessment Questionnaires (SLAQs) and the LHD Activity Checklist (LAC) annually at each intervention before and after school program site.</p>	Pre-assess TBD		Post-assess TBD		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE (a)	<p><b>Identify and engage local influencers</b> such as youth, Student Nutrition Action Committees, parents, before and/or after-school staff, community members, and/or local farmer partners.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, water access and appeal and/or edible gardens.</p> <p><b>Leverage relationships</b> with local influencers to generate support for existing work and/or additional efforts around improved and/or expanded initiatives. <b>Engage youth, local influencers, and staff</b> consistently throughout planning, implementation, and maintenance of initiatives.</p>	Identify influencers	Work with influencers	Work with influencers	Present Results	<p><u>Submit:</u> Partnership log, PEARS</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>
CE (b)	<p><b>Gather parent/caregiver, local influencers, and/or community members' feedback and input</b> on the needs and desires of the parents/caregiver, youth, and staff as well as facilitators and barriers related to nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.</p> <p><b>Incorporate local influencers' vision and high priority needs</b> into the project planning through engaging them in meetings, listening sessions, surveys, etc.</p> <p><b>Develop and implement action plans</b> as appropriate based on the assessments to address priority areas.</p> <p><b>Implement and document at a minimum of one (1) healthy site change per engaged site.</b></p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations and materials, list of healthy site changes</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE (c)	<p><b>Identify key decision makers</b> such as before and/or after-school leadership/staff, parent/adult leaders, outside funders, and/or local government officials.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, water access and appeal, and/or edible gardens.</p> <p><b>Leverage relationships with local decision makers</b> to generate support for existing and/or additional work around improved and/or expanded initiatives.</p> <p><b>Engage decision-makers</b> at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of initiatives.</p> <p><b>Hold recognition events</b> and invite agency and local leadership to attend. Share success stories, best practices, and challenges through photos, stories, etc.</p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations and materials</p>
C&C	<p><b>Attend and work</b> with parents/caregivers, before and/or after-school staff/leadership, community members, wellness committees, garden advisory committees, stakeholders, etc. to establish and maintain nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.</p> <p>Work with groups at a minimum of two (2) districts to identify opportunities to strengthen and implement wellness policies.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Meeting agendas, list of committees, written wellness policies</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
TTA	<p><b>Provide a minimum of one (1) training and two (2) technical assistance activities</b> to before and/or after-school teachers/staff in the delivery of NPAB approved evidence-based curricula.</p> <p><b>Provide training and technical assistance</b> to before and/or after-school site staff/leadership, garden advisory group, and/or volunteers to support policy, system and environmental changes including nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.</p> <p><b>Support recognition activities</b> related to Policy, System and Environmental (PSE) changes.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Training agendas, sign-in sheets, training presentations and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

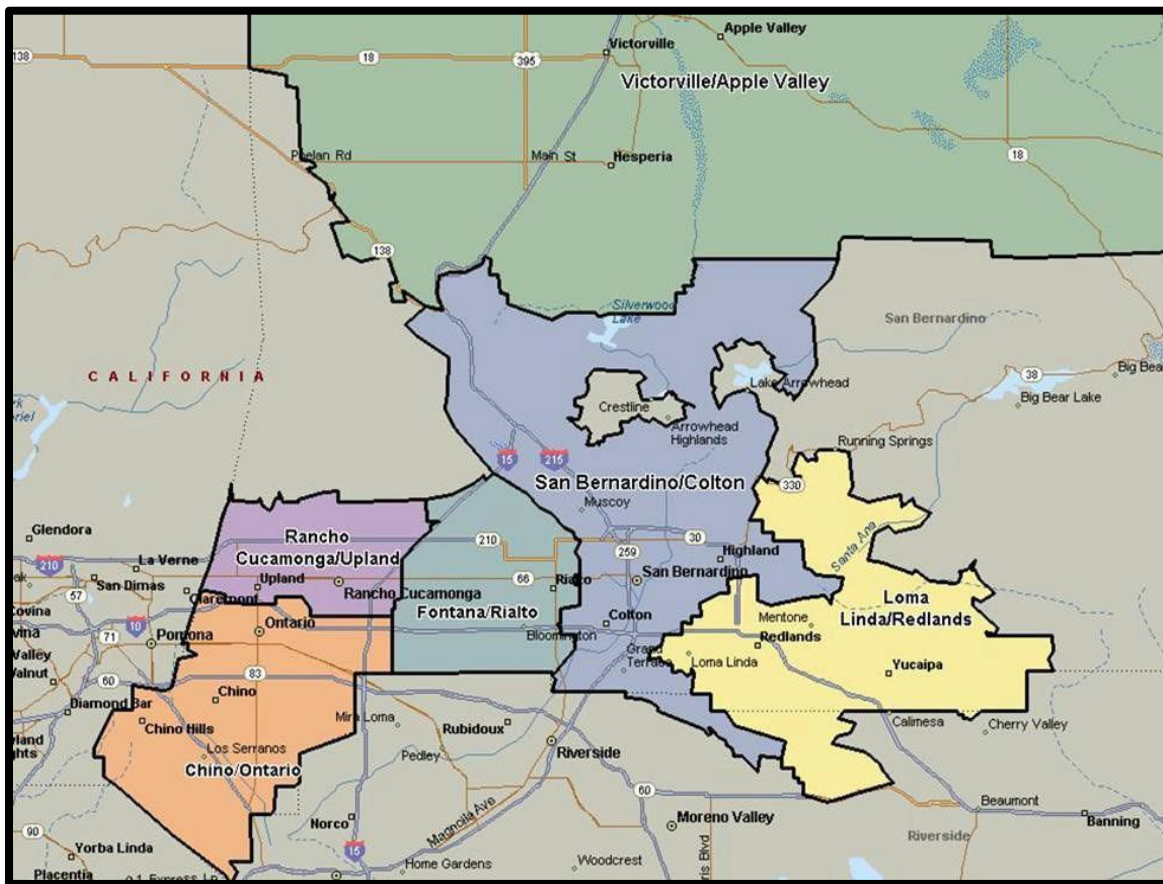
CALFRESH HEALTHY LIVING SNAP-ED CONTRACT PERIOD: OCTOBER 1, 2025 – SEPTEMBER 30, 2026	
<b>Contract Number:</b>	
<b>Contractor:</b>	
<b>CalFresh Healthy Living Goals and Focus:</b>	<p>California Supplemental Nutrition Assistance Program Education (SNAP-Ed) also known as CalFresh Healthy Living, goals are to:</p> <ol style="list-style-type: none"> <li>1. Empower CalFresh Food eligible participants toward healthful dietary choices and physically active lifestyles.</li> <li>2. Mobilize communities and institutions to transform policies and systems towards a culture of equity, antiracism, healing, and health for all people.</li> <li>3. Work collaboratively with community members and other partners to increase impact, strengthen relationships between and across sectors, and ensure sustainable outcomes.</li> <li>4. Optimize and enhance the food system to support a healthy diet.</li> <li>5. Adopt, implement, maintain, and support programs and policies that: <ul style="list-style-type: none"> <li>- Increase access to and demand for healthy food</li> <li>- Decrease access to and demand for unhealthy food</li> <li>- Promote drinking water and restrict access to and consumption of sugar sweetened beverages</li> <li>- Enhances the natural and built environment to increase physical activity opportunities</li> </ul> </li> </ol>
<b>IWP Domain(s):</b>	LEARN
<b>PSE Setting:</b>	Before and/or After-School Programs
<b>Strategy(ies):</b>	Access to healthy food, nutrition standards, and physical activity
<b>Sub-Strategy(ies):</b>	Capacity building for school nutrition standards, physical activity, edible gardens, water access and appeal, and healthy procurement
<b>Local Objective(s):</b>	Administration, Before and/or After-School Programs
<b>Primary Target Audience:</b>	CalFresh Food eligible county residents

BEFORE AND/OR AFTER-SCHOOL EDUCATION		Total
Direct Education reach (children)		1,500
Direct Education reach (adults)		75
Indirect Education reach (children)		1,000
Indirect Education reach (adults)		750
Planned number of PSE changes cumulative		3

## One Year Work Plan FFY 2025

## Service Category LEARN: Before and After-School Programs

## SAN BERNARDINO COUNTY (SBC) CALFRESH HEALTHY LIVING ZONES



- **West SBC**
  - Chino/Ontario, Montclair areas
  - Rancho Cucamonga/Upland areas
- **Central SBC**
  - Fontana/Rialto areas
  - San Bernardino/Colton, Grand Terrace area
  - Mountain communities including:
    - Crestline, Arrowhead
- **East SBC**
  - 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 SBC**
  - Victorville/Apple 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: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs**SNAP-Ed Local Objective A: Administration**

By September 30, 2026, **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 15 CalFresh Healthy Living-sponsored meetings and trainings**.

Activity Description	Documentation
<b>Complete all mandatory documentation</b> 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.	<u>Submit:</u> Invoices, progress reports, success stories, PSE reports  <u>On file:</u> data cards, attachments
Comply with all requests from Department of Public Health (DPH) including annual <b>programmatic and fiscal onsite monitoring visits, site visits or desk reviews</b> , and responding to corrective action plans (CAPs) as necessary.	<u>On File:</u> Record of compliance, completed reports
Acquire <b>Food Handlers Card</b> that meets DPH requirements for all staff responsible for conducting taste tests and/or CalFresh Healthy Living approved recipe demonstrations.	<u>Submit:</u> County of San Bernardino Food Handlers Card
Annually, <b>attend a minimum of 15 CalFresh- sponsored meetings, trainings and conferences</b> that may include the following: <ul style="list-style-type: none"> <li>a. County Nutrition Action Partnership (CNAP) meetings, including School Meals Access Collaborative and Garden Subcommittee meetings</li> <li>b. Quarterly Contractor meetings and local trainings</li> <li>c. CalFresh Healthy Living Forum</li> <li>d. Other CalFresh-sponsored regional trainings</li> </ul>	<u>On File:</u> Meeting agendas

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

## Direct/Indirect Nutrition and Physical Activity Education

By September 30, 2026, **reach a minimum of 1,500 school-age children and 75 parents/caregivers with NPAB approved direct nutrition education and reach a minimum of 1,000 school-age children and 750 parents/caregivers with supportive indirect education** to promote and reinforce messages related to nutrition, physical activity, healthy beverage, edible gardens and/or food waste reduction and recovery at qualified before and/or after-school program sites. Parent education may also include utilization of pantry foods (healthy recipes) and food resource management.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE	<b>Partner with at least 30 cumulative qualified before and/or after-school sites, which includes 10 new, unduplicated sites, reaching each CalFresh Healthy Living Zone</b> to allow teachers to be trained to conduct evidence-based nutrition, physical activity, healthy beverage, edible gardens and/or food waste reduction and recovery education interventions with school aged students. Include taste tests when possible. <b>Establish relationships with before and/or after-school site administration and generate a Letter of Agreement</b> with administrators to allow for staff development.	Recruit sites  Establish agreement				<u>Submit:</u> PEARS, Site List  <u>On file:</u> Letters of Agreement
TTA	<b>Provide training on NPAB approved curricula and offer ongoing technical assistance</b> for teachers/staff to gain skills and tools to conduct education at qualified sites.					<u>On file:</u> Training agenda, sign-in sheets, training presentations and Materials
DE	Teachers will <b>conduct direct nutrition, physical activity, healthy beverage, garden and/or food waste reduction and recovery education utilizing approved curricula at a minimum of 1,500 students.</b> Where possible, complement education with taste tests.  <b>Conduct classroom visits at a minimum of 10 sites</b> implementing education to ensure fidelity of class delivery.	Estimated Reach 375 students  Estimated Reach Visit a minimum of 2 sites	Estimated Reach 375 students  Estimated Reach Visit a minimum of 3 sites	Estimated Reach 375 students  Estimated Reach Visit a minimum of 2 sites	Estimated Reach 375 students  Estimated Reach Visit a minimum of 3 sites	<u>Submit:</u> PEARS  <u>On file:</u> Nutrition education materials, site visit evaluations

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
IOE	<p><b>Participate in the Impact/Outcome Evaluation (IOE).</b></p> <p><b>If conducting a series of four (4) or more classes using approved series-based curricula, an IOE must be implemented.</b></p> <p>Conduct direct education with unduplicated 4<sup>th</sup> through 12<sup>th</sup> grade students utilizing NPAB approved series-based curricula and materials. Administer pre-tests at the beginning of the school year and post-tests at the end for intervention sites. Interventions will be multi- component and include PSE work.</p>	<p>Administer pre-tests</p> <p>Direct education</p>	Direct education	<p>Direct education</p> <p>Administer post-tests</p>		<p><u>Submit:</u> PEARS, matched pre and post-tests, Planning Worksheet, Attrition Log</p> <p><u>On file:</u> education materials</p>
DE	<p><b>Conduct NPAB approved direct nutrition, physical activity, healthy beverage, and/or edible garden education</b> with a minimum of 75 unduplicated parents/caregivers at 10 before and after-school sites and other places people go to learn (e.g., faith-based centers, family resource centers, gardens, public housing, libraries, school-based food assistance/distribution sites &amp; events, and USDA summer meal sites).</p> <p><b>Education may also include utilization of healthy recipes, food resource management, and/or food waste reduction and recovery.</b> Where possible, complement education with recipe demonstrations and/or taste tests. Education may be delivered in a series of interactive sessions as feasible.</p> <p><b>If conducting four or more classes in a series, a CalFresh Healthy Living Adult Survey must be conducted.</b></p>					<p><u>Submit:</u> PEARS, CalFresh Healthy Living Adult Survey</p> <p><u>On file:</u> Agendas, sign-in sheets, data cards, education materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
IE	<b>Promote, support, and reinforce messages</b> consistent with Direct education (DE) and other activities within nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.	Estimated Reach 250 students	Estimated Reach 250 students	Estimated Reach 250 students	Estimated Reach 250 students	<u>Submit:</u> PEARS  <u>On file:</u> Education materials, CalFresh Healthy Living approved recipes, newsletters, flyers, social media posts
	<b>Utilize indirect education strategies to engage and empower 1,000 students and 750 parents/caregivers</b> to implement changes at before and/or after-school sites, at home and/or while dining out. Recipe demonstrations and/or taste testing can be included.  <b>Communicate through various appropriate channels</b> (e.g., newsletters, events, flyers, signage, posters, social media, websites, etc.).	Estimated Reach 187 parents/caregivers	Estimated Reach 188 parents/caregivers	Estimated Reach 188 parents/caregivers	Estimated Reach 187 parents/caregivers	

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

## Policy, Systems and Environmental (PSE) Change

By September 30, 2026, support the implementation and documentation of at least one (1) PSE change per site, at a minimum of three (3) cumulative qualified before and/or after-school sites, which includes two (2) new, unduplicated sites, in relation to nutrition standards, physical activity, water access and appeal, edible gardens, and or healthy procurement.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
ASMT	<p><b>Identify and engage local influencers and partners to:</b></p> <p><b>PRE:</b> Assess the need, readiness, access and/or environment of before and/or after-school settings in relation to nutrition standards, physical activity, water access and appeal, and/or edible gardens. <b>Identify gaps or ways to strengthen current programs.</b> Survey site participants such as youth, parents, site leadership/staff, community members, maintenance staff and/or Community-Based Organizations (CBOs) for input and feedback on potential opportunities. Work can include engaging youth in data collection.</p> <p><b>POST:</b> Assess the impact and/or environmental changes in relation to program implementation including nutrition standards, physical activity, water access and appeal, and/or edible gardens. <b>Solicit and assess feedback</b> from site participants and site leadership/staff. Work can include engaging youth in data collection.</p> <p>Coordinate completion of the Site-Level Assessment Questionnaires (SLAQs) and the LHD Activity Checklist (LAC) annually at each intervention before and after school program site.</p>	<p>SLAQs</p> <p>Pre-assess TBD</p>		<p>LAC</p> <p>Post-assess TBD</p>		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE (a)	<p><b>Identify and engage local influencers</b> such as youth, Student Nutrition Action Committees, parents, before and/or after-school staff, community members, and/or local farmer partners.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, water access and appeal and/or edible gardens.</p> <p><b>Leverage relationships</b> with local influencers to generate support for existing work and/or additional efforts around improved and/or expanded initiatives. <b>Engage youth, local influencers, and staff</b> consistently throughout planning, implementation, and maintenance of initiatives.</p>	Identify influencers	Work with influencers	Work with influencers	Present Results	<p><u>Submit:</u> Partnership log, PEARS</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>
CE (b)	<p><b>Gather parent/caregiver, local influencers, and/or community members' feedback and input</b> on the needs and desires of the parents/caregiver, youth, and staff as well as facilitators and barriers related to nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.</p> <p><b>Incorporate local influencers' vision and high priority needs</b> into the project planning through engaging them in meetings, listening sessions, surveys, etc.</p> <p><b>Develop and implement action plans</b> as appropriate based on the assessments to address priority areas. <b>Implement and document a minimum of one (1) healthy site change per engaged site.</b></p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations and materials, list of healthy site changes</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE (c)	<p><b>Identify key decision makers</b> such as before and/or after-school leadership/staff, parent/adult leaders, outside funders, and/or local government officials.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, water access and appeal, and/or edible gardens.</p> <p><b>Leverage relationships with local decision makers</b> to generate support for existing and/or additional work around improved and/or expanded initiatives.</p> <p><b>Engage decision-makers</b> at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of initiatives.</p> <p><b>Hold recognition events</b> and invite agency and local leadership to attend. Share success stories, best practices, and challenges through photos, stories, etc.</p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations and materials</p>
C&C	<p><b>Attend and work</b> with parents/caregivers, before and/or after-school staff/leadership, community members, wellness committees, garden advisory committees, stakeholders, etc. to establish and maintain nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.</p> <p>Work with groups in a minimum of two (2) districts to identify opportunities to strengthen and implement wellness policies.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Meeting agendas, list of committees, written wellness policies</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Before  
and After-School Programs

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
TTA	<p><b>Provide a minimum of one (1) training and two (2) technical assistance activities</b> to before and/or after-school teachers/staff in the delivery of NPAB approved evidence-based curricula.</p> <p><b>Provide training and technical assistance</b> to before and/or after-school site staff/leadership, garden advisory group, and/or volunteers to support policy, system and environmental changes including nutrition standards, physical activity, water access and appeal, and/or edible gardens in before and/or after-school settings.</p> <p><b>Support recognition activities</b> related to Policy, System and Environmental (PSE) changes.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Training agendas, sign-in sheets, training presentations and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024

Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

CALFRESH HEALTHY LIVING SNAP-ED CONTRACT PERIOD: OCTOBER 1, 2024 – SEPTEMBER 30, 2025	
<b>Contract Number:</b>	
<b>Contractor:</b>	
<b>CalFresh Healthy Living Goals and Focus:</b>	<p>California Supplemental Nutrition Assistance Program Education (SNAP-Ed) also known as CalFresh Healthy Living, goals are to:</p> <ol style="list-style-type: none"> <li>1. Empower CalFresh Food eligible participants toward healthful dietary choices and physically active lifestyles.</li> <li>2. Mobilize communities and institutions to transform policies and systems towards a culture of equity, antiracism, healing, and health for all people.</li> <li>3. Work collaboratively with community members and other partners to increase impact, strengthen relationships between and across sectors, and ensure sustainable outcomes.</li> <li>4. Optimize and enhance the food system to support a healthy diet.</li> <li>5. Adopt, implement, maintain, and support programs and policies that: <ul style="list-style-type: none"> <li>- Increase access to and demand for healthy food</li> <li>- Decrease access to and demand for unhealthy food</li> <li>- Promote drinking water and restrict access to and consumption of sugar sweetened beverages</li> <li>- Enhance the natural and built environment to increase physical activity opportunities</li> </ul> </li> </ol>
<b>IWP Domain(s):</b>	LEARN
<b>PSE Setting:</b>	Early Care and Education (ECE) Facilities
<b>Strategy(ies):</b>	Nutrition, physical activity, access to healthy food, and/or behavioral economics
<b>Sub-Strategy(ies):</b>	Capacity building for school nutrition standards, physical activity, stencils, water access and appeal, edible gardens, school/site wellness policy, healthy procurement
<b>Local Objective(s):</b>	Administration, Early Care and Education
<b>Primary Target Audience:</b>	CalFresh Food eligible county residents

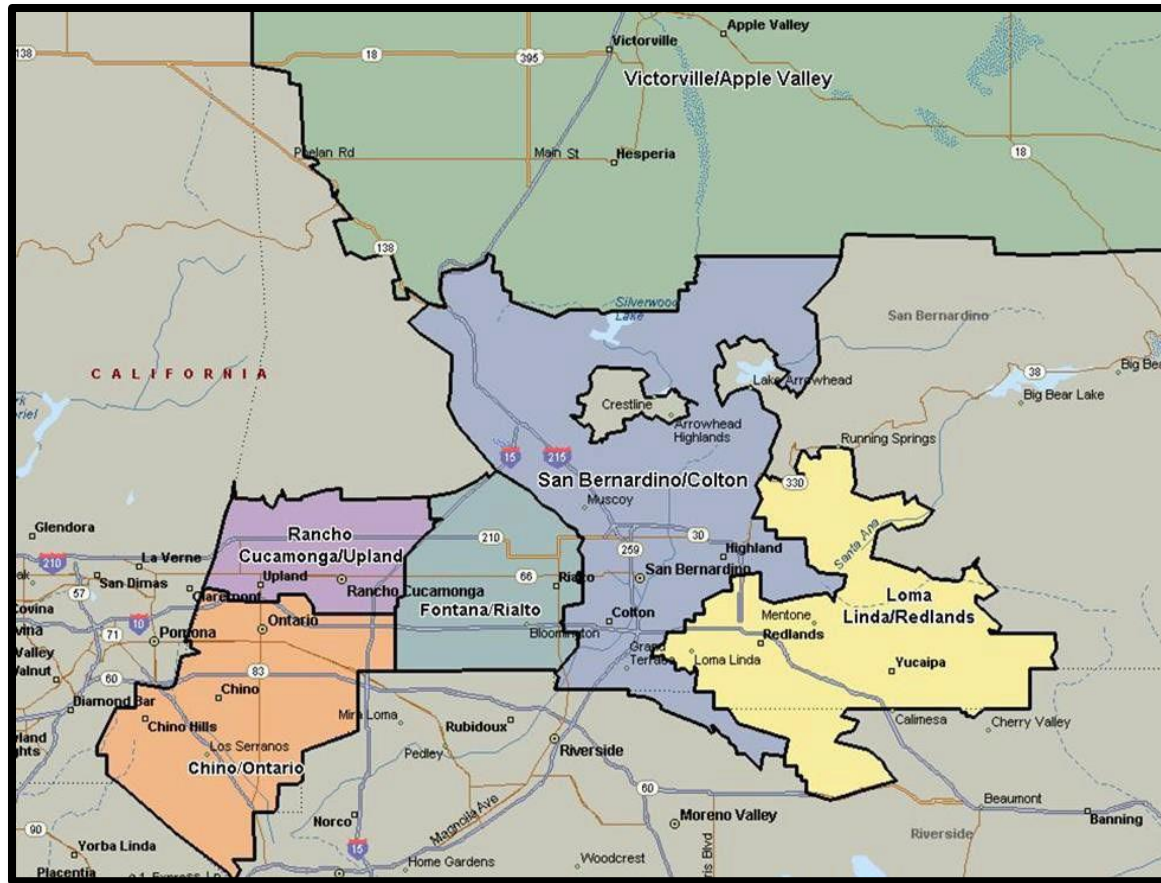
EARLY CHILDCARE & EDUCATION		Total
Direct Education reach (children)		6,000
Direct Education reach (adults)		150
Indirect Education reach (children)		1,000
Indirect Education reach (adults)		6,500
Planned number of wellness policies		3
Planned number of PSE changes		10

**Contractor: SBCSS**

## One Year Work Plan FFY 2024

**Service Category: LEARN**  
**Early Care and Education (ECE)**  
**Facilities**

## SAN BERNARDINO COUNTY (SBC) CALFRESH HEALTHY LIVING ZONES



- **West SBC**
  - Chino/Ontario, Montclair areas
  - Rancho Cucamonga/Upland areas
- **Central SBC**
  - Fontana/Rialto areas
  - San Bernardino/Colton, Grand Terrace areas
  - Mountain communities including:
    - Crestline, Arrowhead
- **East SBC**
  - 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 SBC**
  - Victorville/Apple 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: SBCSS

One Year Work Plan  
FFY 2024Service Category: LEARN  
Early Care and Education (ECE)  
Facilities**SNAP-Ed Local Objective A: Administration**

By September 30, 2025, **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 15 CalFresh Healthy Living-sponsored meetings and trainings**.

Activity Description	Documentation
<b>Complete all mandatory documentation</b> 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.	<u>Submit:</u> Invoices, progress reports, success stories, PSE reports  <u>On file:</u> data cards, attachments
Comply with all requests from Department of Public Health (DPH) including annual <b>programmatic and fiscal onsite monitoring visits, site visits or desk reviews</b> , and responding to corrective action plans (CAPs) as necessary.	<u>On File:</u> Record of compliance, completed reports
Acquire <b>Food Handlers Card</b> that meets DPH requirements for all staff responsible for conducting taste tests and/or CalFresh Healthy Living approved recipe demonstrations.	<u>Submit:</u> County of San Bernardino Food Handlers Card
Annually, <b>attend a minimum of 15 CalFresh- sponsored meetings, trainings and conferences</b> that may include the following: <ul style="list-style-type: none"> <li>a. County Nutrition Action Partnership (CNAP) meetings, including School Meals Access Collaborative and Garden Subcommittee meetings</li> <li>b. Quarterly Contractor meetings and local trainings</li> <li>c. CalFresh Healthy Living Forum</li> <li>d. Other CalFresh-sponsored regional trainings</li> </ul>	<u>On File:</u> Meeting agendas

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

**Contractor: SBCSS**

**One Year Work Plan  
FFY 2024**

**Service Category: LEARN  
Early Care and Education (ECE)  
Facilities**

## Direct/Indirect Nutrition and Physical Activity Education

By September 30, 2025, **reach a minimum of 6,000 preschool-age children and 150 parents/caregivers of preschoolers with NPAB approved direct nutrition education and reach a minimum of 1,000 preschool-age children and 6,500 parents/caregivers with supportive indirect education** to promote and reinforce messages related to nutrition, physical activity, healthy beverage, food resource management and/or edible garden education at qualified ECE and community sites.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE	<p><b>Partner with a minimum of 20 qualified ECE sites</b> reaching each CalFresh Healthy Living Zone to allow teachers to be trained to conduct evidence-based nutrition, physical activity, healthy beverage, and/or edible garden education interventions with preschool-aged children. Include taste tests when possible.</p> <p><b>Establish relationships with ECE site administration and generate a Letter of Agreement</b> with administrators to allow for staff development.</p>	<p>Recruit sites</p> <p>Establish a Letter of Agreement</p>				<p><u>Submit:</u> PEARS, Site List</p> <p><u>On file:</u> Letters of Agreement</p>
TTA	<p><b>Provide training</b> on approved evidence-based curricula and offer ongoing technical assistance for teachers/staff to gain skills and tools to conduct education at qualified sites/classrooms.</p>					<p><u>On file:</u> Training agenda, sign-in sheets, training presentations, and materials</p>
DE	<p>Teachers will <b>conduct direct nutrition, physical activity, healthy beverage, and/or edible garden education with a minimum of 6,000 unduplicated preschoolers at a minimum of 20 qualified ECE classes/sites.</b> Where possible, compliment education with taste tests.</p> <p><b>Conduct classroom visits</b> at a minimum of 15 sites/classrooms implementing education to ensure fidelity of class curricula.</p>	<p>Estimated Reach 1,500 students</p> <p>Visit a minimum of 5 sites/classrooms</p>	<p>Estimated Reach 1,500 students</p> <p>Visit a minimum of 5 sites/classrooms</p>	<p>Estimated Reach 1,500 students</p> <p>Visit a minimum of 5 sites/classrooms</p>	<p>Estimated Reach 1,500 students</p>	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Nutrition education materials, site visit evaluations</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
DE	<p><b>Conduct direct nutrition, physical activity, healthy beverage, food resource management and/or edible garden education with a minimum of 150 unduplicated parents/caregivers at a minimum of 10 ECE sites and other places people go to learn</b> (e.g., faith-based centers, family resource centers, gardens, public housing, libraries, school-based food assistance/distribution sites and events, and USDA summer meal sites).</p> <p>Where possible, complement education with recipe demonstrations and/or taste tests. Education may be delivered in a series of interactive sessions as feasible.</p> <p><b>If conducting four or more classes in a series, a CalFresh Healthy Living Adult Survey must be conducted.</b></p>	Estimated Reach 25 parents/ caregivers	Estimated Reach 50 parents/ caregivers	Estimated Reach 50 parents/ caregivers	Estimated Reach 25 parents/ caregivers	<p><u>Submit:</u> PEARS, CalFresh Healthy Living Adult Survey</p> <p><u>On file:</u> Agendas, sign-in sheets, data cards, education materials</p>
IE	<p><b>Promote, support and reinforce messages</b> consistent with DE and other activities related to nutrition, physical activity, healthy beverage, and/or garden education.</p> <p><b>Utilize indirect education strategies to engage and empower 1,000 preschoolers and 6,500 parents/caregivers</b> to implement changes at ECE sites, at home and/or while dining out. Recipe demonstrations and/or taste testing can be included.</p> <p><b>Communicate through various appropriate channels</b> (e.g., newsletters, events, flyers, signage, posters, social media, websites, etc.).</p>	<p>Estimated Reach 250 students</p> <p>Estimated Reach 1,625 parents/ caregivers</p>	<p>Estimated Reach 250 students</p> <p>Estimated Reach 1,625 parents/ caregivers</p>	<p>Estimated Reach 250 students</p> <p>Estimated Reach 1,625 parents/ caregivers</p>	<p>Estimated Reach 250 students</p> <p>Estimated Reach 1,625 parents/ caregivers</p>	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Education materials, CalFresh Healthy Living approved recipes, newsletters, flyers, social media posts</p>

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

**Contractor: SBCSS**

**One Year Work Plan  
FFY 2024**

**Service Category: LEARN  
Early Care and Education (ECE)  
Facilities**

## Policy, Systems and Environmental (PSE) Change

By September 30, 2025, **support the implementation and documentation of at least one (1) PSE change per site, at a minimum of 10 qualified ECE sites** in relation to nutrition standards, physical activity, stencils, water access and appeal, edible gardens, school/site wellness policy, food waste reduction, recovery, and redistribution. **Three (3)** of the PSEs must address school/site wellness policies.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
ASMT	<p><b>Identify and engage local influencers and partners to:</b></p> <p><b>PRE: Assess the need, readiness, access and/or environment</b> of ECE sites and/or districts in relation to nutrition standards, physical activity, stencils, water access and appeal, edible gardens, and/or school/site wellness policy.</p> <p><b>Identify gaps or ways to strengthen current programs.</b> Survey site participants such as youth, parents, site leadership/staff, community members, maintenance and/or Community-Based Organizations (CBOs) for input and feedback on potential opportunities.</p> <p><b>POST: Assess the impact and/or environmental changes</b> in relation to program implementation including nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p>	Assess (Pre) SLAQs		Assess (Post) LAC		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>
CE (a)	<p><b>Identify and engage local influencers</b> such as parents/caregivers, Parent Advisory Boards, teachers, site staff, school nutrition services, site councils, community members/groups, and/or local farmer partners.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Leverage relationships</b> with local influencers to generate support for implementing opportunities.</p> <p><b>Engage local influencers</b> consistently throughout planning, implementation, and maintenance of initiatives.</p>	Identify influencers	Work with influencers	Work with influencers	Present Results	<p><u>Submit:</u> Partnership log, PEARS</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE (b)	<p><b>Gather community feedback and input</b> on the needs and desires of the community as well as facilitators and barriers related to nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Incorporate local influencers' vision and high priority needs</b> into the project planning through engaging them in meetings, listening sessions, surveys, etc.</p> <p><b>Engage community members</b> in assessments and/or share program information and strategies for improvements with management and other appropriate stakeholders as feasible.</p> <p><b>Develop and implement action plans</b> as appropriate based on the assessments to address priority areas.</p> <p>These may include nutrition services, office of education, wellness committees, community organizations, local businesses, school-based health center representatives, and/or master gardeners. <b>Implement and document at least one (1) healthy site change per engaged site.</b></p> <p><b>Engage influencers</b> consistently throughout planning, implementation, and maintenance of the initiatives.</p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, materials, list of healthy site changes</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE (c)	<p><b>Identify key decision makers</b>/Early Child Care (ECE) stakeholders such as site leadership, Child Care Resource Network, Superintendent of Schools, school-based health center administrators, pantry management, Child and Adult Care Food Program sponsor agencies, First 5 County Commission, outside funders, and/or local government officials.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Leverage relationships with local decision makers</b> to generate support for existing and/or additional work around improved and/or expanded initiatives.</p> <p><b>Engage decision-makers</b> at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of initiatives.</p> <p><b>Hold recognition events</b> and invite agency and local leadership to attend. Share success stories, best practices, and challenges through photos, stories, etc.</p>	Assess (Pre) SLAQs		Assess (Post) LAC		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>
C&C	<p><b>Attend and work</b> with Wellness Policy Committees, County Nutrition Action Partnership (CNAP), Childcare and Education leadership, stencil implementation workgroups, garden advisory committees, staff, parents, community members and other appropriate workgroups.</p> <p><b>Assist with policy development</b> to support planning, implementation and/or maintenance of initiatives.</p> <p><b>Participate in recognition programs</b> such as Preschool SHINE as appropriate.</p>					<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Meeting agendas, list of committees, written wellness policies</p>

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
TTA	<p><b>Provide a minimum of one (1) training and two (2) technical assistance activities</b> to ECE teachers/staff in the delivery of evidence-based curricula.</p> <p><b>Provide training and technical assistance</b> to ECE leadership, staff, and partners to support policy, system and environmental changes including nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Support recognition activities</b> related to Policy, System and Environmental (PSE) changes.</p>					<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Training agendas, sign-in sheets, training presentations and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025

Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

CALFRESH HEALTHY LIVING SNAP-ED CONTRACT PERIOD: OCTOBER 1, 2025 – SEPTEMBER 30, 2026	
<b>Contract Number:</b>	
<b>Contractor:</b>	
<b>CalFresh Healthy Living Goals and Focus:</b>	<p>California Supplemental Nutrition Assistance Program Education (SNAP-Ed) also known as CalFresh Healthy Living, goals are to:</p> <ol style="list-style-type: none"> <li>1. Empower CalFresh Food eligible participants toward healthful dietary choices and physically active lifestyles.</li> <li>2. Mobilize communities and institutions to transform policies and systems towards a culture of equity, antiracism, healing, and health for all people.</li> <li>3. Work collaboratively with community members and other partners to increase impact, strengthen relationships between and across sectors, and ensure sustainable outcomes.</li> <li>4. Optimize and enhance the food system to support a healthy diet.</li> <li>5. Adopt, implement, maintain, and support programs and policies that: <ul style="list-style-type: none"> <li>- Increase access to and demand for healthy food</li> <li>- Decrease access to and demand for unhealthy food</li> <li>- Promote drinking water and restrict access to and consumption of sugar sweetened beverages</li> <li>- Enhance the natural and built environment to increase physical activity opportunities</li> </ul> </li> </ol>
<b>IWP Domain(s):</b>	LEARN
<b>PSE Setting:</b>	Early Care and Education (ECE) Facilities
<b>Strategy(ies):</b>	Nutrition, physical activity, access to healthy food, and/or behavioral economics
<b>Sub-Strategy(ies):</b>	Capacity building for school nutrition standards, physical activity, stencils, water access and appeal, edible gardens, school/site wellness policy, healthy procurement
<b>Local Objective(s):</b>	Administration, Early Care and Education
<b>Primary Target Audience:</b>	CalFresh Food eligible county residents

EARLY CHILDCARE & EDUCATION		Total
Direct Education reach (children)		7,000
Direct Education reach (adults)		200
Indirect Education reach (children)		1,500
Indirect Education reach (adults)		7,500
Planned number of wellness policies		5
Planned number of PSE changes cumulative		15

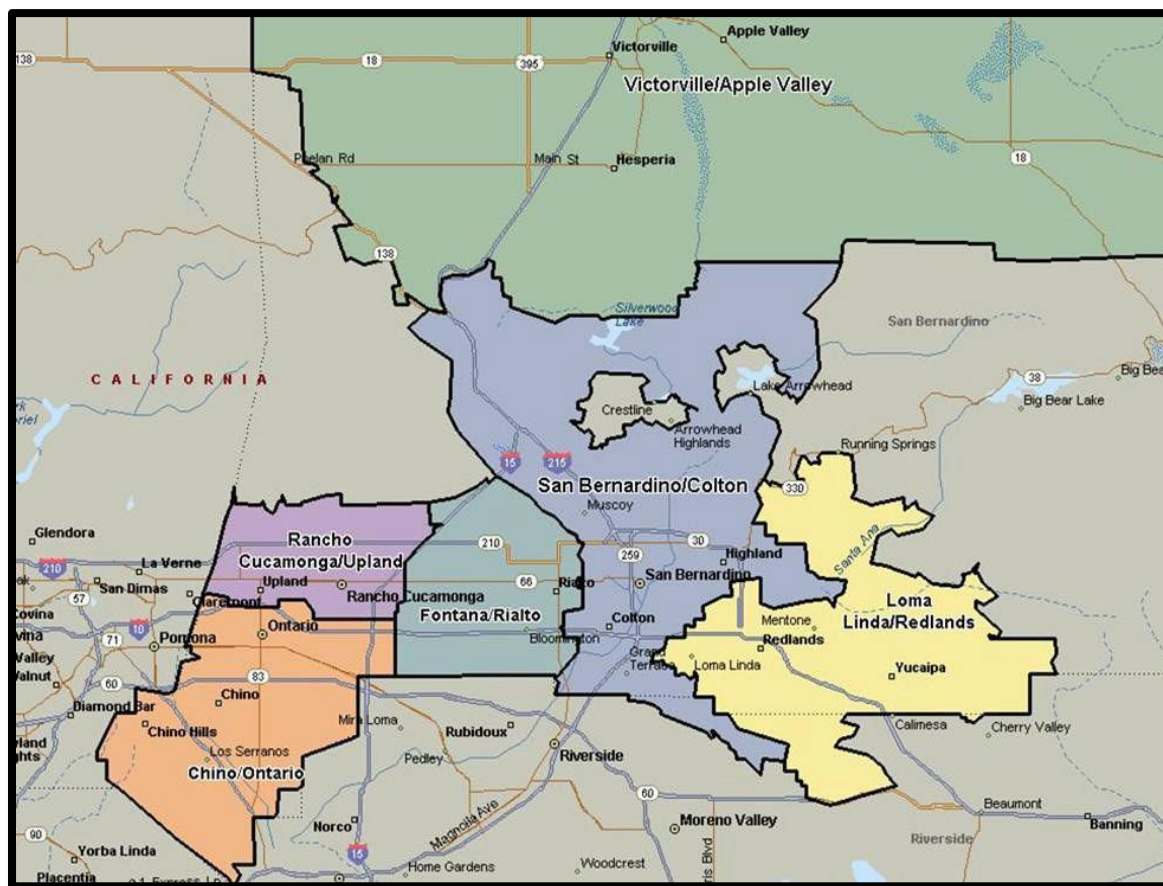
# CalFresh Healthy Living | Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Contractor: SBCSS

One Year Work Plan  
FFY 2025

Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

## SAN BERNARDINO COUNTY (SBC) CALFRESH HEALTHY LIVING ZONES



- **West SBC**
  - Chino/Ontario, Montclair areas
  - Rancho Cucamonga/Upland areas
- **Central SBC**
  - Fontana/Rialto areas
  - San Bernardino/Colton, Grand Terrace areas
  - Mountain communities including:
    - Crestline, Arrowhead
- **East SBC**
  - 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 SBC**
  - Victorville/Apple 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: SBCSS**

**One Year Work Plan  
FFY 2025**

**Service Category: LEARN  
Early Care and Education (ECE)  
Facilities**

## SNAP-Ed Local Objective A: Administration

By September 30, 2026, **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 15 CalFresh Healthy Living-sponsored meetings and trainings**.

Activity Description	Documentation
<b>Complete all mandatory documentation</b> 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.	<u>Submit:</u> Invoices, progress reports, success stories, PSE reports  <u>On file:</u> data cards, attachments
Comply with all requests from Department of Public Health (DPH) including annual <b>programmatic and fiscal onsite monitoring visits, site visits or desk reviews</b> , and responding to corrective action plans (CAPs) as necessary.	<u>On File:</u> Record of compliance, completed reports
Acquire <b>Food Handlers Card</b> that meets DPH requirements for all staff responsible for conducting taste tests and/or CalFresh Healthy Living approved recipe demonstrations.	<u>Submit:</u> County of San Bernardino Food Handlers Card
Annually, <b>attend a minimum of 15 CalFresh- sponsored meetings, trainings and conferences</b> that may include the following: <ol style="list-style-type: none"> <li>County Nutrition Action Partnership (CNAP) meetings, including School Meals Access Collaborative and Garden Subcommittee meetings</li> <li>Quarterly Contractor meetings and local trainings</li> <li>CalFresh Healthy Living Forum</li> <li>Other CalFresh-sponsored regional trainings</li> </ol>	<u>On File:</u> Meeting agendas

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

**Contractor: SBCSS**

**One Year Work Plan  
FFY 2025**

**Service Category: LEARN  
Early Care and Education (ECE)  
Facilities**

## Direct/Indirect Nutrition and Physical Activity Education

By September 30, 2026, reach a minimum of 7,000 preschool-age children and 200 parents/caregivers of preschoolers with NPAB approved direct nutrition education and reach a minimum of 1,500 preschool-age children and 7,500 parents/caregivers with supportive indirect education to promote and reinforce messages related to nutrition, physical activity, healthy beverage, food resource management and/or edible garden education at qualified ECE and community sites.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE	<b>Partner with a minimum of 30 cumulative qualified ECE sites, which includes 10 new, unduplicated ECE sites</b> , reaching each CalFresh Healthy Living Zone to allow teachers to be trained to conduct evidence-based nutrition, physical activity, healthy beverage, and/or edible garden education interventions with preschool-aged children. Include taste tests when possible. <b>Establish relationships with ECE site administration and generate a Letter of Agreement</b> with administrators to allow for staff development.	Recruit sites  Establish a Letter of Agreement				<u>Submit:</u> PEARS, Site List  <u>On file:</u> Letters of Agreement
TTA	<b>Provide training</b> on approved evidence-based curricula and offer ongoing technical assistance for teachers/staff to gain skills and tools to conduct education at qualified sites/classrooms.					<u>On file:</u> Training agenda, sign-in sheets, training presentations and materials
DE	Teachers will <b>conduct direct nutrition, physical activity, healthy beverage, and/or edible garden education with a minimum of 7,000 unduplicated preschoolers at a minimum of 30 qualified ECE classes/sites</b> . Where possible, compliment education with taste tests.  <b>Conduct classroom visits</b> at a minimum of 20 sites/classrooms implementing education to ensure fidelity of class curricula.	Estimated Reach 1,750 students  Visit a minimum of 5 sites/classrooms	Estimated Reach 1,750 students  Visit a minimum of 5 sites/classrooms	Estimated Reach 1,750 students  Visit a minimum of 5 sites/classrooms	Estimated Reach 1,750 Students  Visit a minimum of 5 sites/classrooms	<u>Submit:</u> PEARS  <u>On file:</u> Nutrition education materials, site visit evaluations

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025

Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
DE	<p><b>Conduct direct nutrition, physical activity, healthy beverage, food resource management and/or edible garden education with a minimum of 200 unduplicated parents/caregivers at a minimum of 15 cumulative ECE sites, which includes 5 new, unduplicated sites, and other places people go to learn</b> (e.g., faith-based centers, family resource centers, gardens, public housing, libraries, school-based food assistance/distribution sites and events, and USDA summer meal sites).</p> <p>Where possible, complement education with recipe demonstrations and/or taste tests. Education may be delivered in a series of interactive sessions as feasible.</p> <p><b>If conducting four or more classes in a series, a CalFresh Healthy Living Adult Survey must be conducted.</b></p>	Estimated Reach 50 parents/ caregivers	Estimated Reach 50 parents/ caregivers	Estimated Reach 50 parents/ caregivers	Estimated Reach 50 parents/ caregivers	<p><u>Submit:</u> PEARS, CalFresh Healthy Living Adult Survey</p> <p><u>On file:</u> Agendas, sign-in sheets, data cards, education materials</p>
IE	<p><b>Promote, support and reinforce messages</b> consistent with DE and other activities related to nutrition, physical activity, healthy beverage, and/or garden education.</p> <p><b>Utilize indirect education strategies to engage and empower 1,500 preschoolers and 7,500 parents/caregivers</b> to implement changes at ECE sites, at home and/or while dining out. Recipe demonstrations and/or taste testing can be included.</p> <p><b>Communicate through various appropriate channels</b> (e.g., newsletters, events, flyers, signage, posters, social media, websites, etc.).</p>	<p>Estimated Reach 375 students</p> <p>Estimated Reach 1,875 parents/ caregivers</p>	<p>Estimated Reach 375 students</p> <p>Estimated Reach 1,875 parents/ caregivers</p>	<p>Estimated Reach 375 students</p> <p>Estimated Reach 1,875 parents/ caregivers</p>	<p>Estimated Reach 375 students</p> <p>Estimated Reach 1,875 parents/ caregivers</p>	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Education materials, CalFresh Healthy Living approved recipes, newsletters, flyers, social media posts</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025

Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

## Policy, Systems and Environmental (PSE) Change

By September 30, 2026, **support the implementation and documentation of at least one (1) PSE change per site, at a minimum of fifteen (15) cumulative qualified ECE sites, which includes five (5) new, unduplicated sites**, in relation to nutrition standards, physical activity, stencils, water access and appeal, edible gardens, and/or school/site wellness policy. **Five (5) cumulative PSEs**, which includes two (2) new PSEs, must address school/site wellness policies.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
ASMT	<p><b>Identify and engage local influencers and partners to:</b></p> <p><b>PRE: Assess the need, readiness, access and/or environment</b> of ECE sites and/or districts in relation to nutrition standards, physical activity, stencils, water access and appeal, edible gardens, and/or school/site wellness policy.</p> <p><b>Identify gaps or ways to strengthen current programs.</b> Survey site participants such as youth, parents, site leadership/staff, community members, maintenance and/or Community-Based Organizations (CBOs) for input and feedback on potential opportunities.</p> <p><b>POST: Assess the impact and/or environmental changes</b> in relation to program implementation including nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p>	Assess (Pre) SLAQs		Assess (Post) LAC		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>
CE (a)	<p><b>Identify and engage local influencers</b> such as parents/caregivers, Parent Advisory Boards, teachers, site staff, school nutrition services, site councils, community members/groups, and/or local farmer partners.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Leverage relationships</b> with local influencers to generate support for implementing opportunities.</p> <p><b>Engage local influencers</b> consistently throughout planning, implementation, and maintenance of initiatives.</p>	Identify influencers	Work with influencers	Work with influencers	Present Results	<p><u>Submit:</u> Partnership log, PEARS</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025

Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE (b)	<p><b>Gather community feedback and input</b> on the needs and desires of the community as well as facilitators and barriers related to nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Incorporate local influencers' vision and high priority needs</b> into the project planning through engaging them in meetings, listening sessions, surveys, etc.</p> <p><b>Engage community members</b> in assessments and/or share program information and strategies for improvements with management and other appropriate stakeholders as feasible.</p> <p><b>Develop and implement action plans</b> as appropriate based on the assessments to address priority areas.</p> <p>These may include nutrition services, office of education, wellness committees, community organizations, local businesses, school-based health center representatives, and/or master gardeners. <b>Implement and document at least one (1) healthy site change per engaged site.</b></p> <p><b>Engage influencers</b> consistently throughout planning, implementation, and maintenance of the initiatives.</p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials, list of healthy site changes</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025

Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE (c)	<p><b>Identify key decision makers</b>/Early Child Care (ECE) stakeholders such as site leadership, Child Care Resource Network, Superintendent of Schools, school-based health center administrators, pantry management, Child and Adult Care Food Program sponsor agencies, First 5 County Commission, outside funders, and/or local government officials.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Leverage relationships with local decision makers</b> to generate support for existing and/or additional work around improved and/or expanded initiatives.</p> <p><b>Engage decision-makers</b> at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of initiatives.</p> <p><b>Hold recognition events</b> and invite agency and local leadership to attend. Share success stories, best practices, and challenges through photos, stories, etc.</p>	Assess (Pre) SLAQs		Assess (Post) LAC		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>
C&C	<p><b>Attend and work</b> with Wellness Policy Committees, County Nutrition Action Partnership (CNAP), Childcare and Education leadership, stencil implementation workgroups, garden advisory committees, staff, parents, community members and other appropriate workgroups.</p> <p><b>Assist with policy development</b> to support planning, implementation and/or maintenance of initiatives.</p> <p><b>Participate in recognition programs</b> such as Preschool SHINE as appropriate.</p>					<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Meeting agendas, list of committees, written wellness policies</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category: LEARN  
Early Care and Education (ECE)  
Facilities

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
TTA	<p><b>Provide a minimum of one (1) training and two (2) technical assistance activities</b> to ECE teachers/staff in the delivery of evidence-based curricula.</p> <p><b>Provide training and technical assistance</b> to ECE leadership, staff, and partners to support policy, system and environmental changes including nutrition standards, physical activity, stencils, edible gardens, water access and appeal, and/or school/site wellness policy.</p> <p><b>Support recognition activities</b> related to Policy, System and Environmental (PSE) changes.</p>					<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Training agendas, sign-in sheets, training presentations and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

CALFRESH HEALTHY LIVING SNAP-ED CONTRACT PERIOD: OCTOBER 1, 2024 – SEPTEMBER 30, 2025	
<b>Contract Number:</b>	
<b>Contractor:</b>	
<b>CalFresh Healthy Living Goals and Focus:</b>	<p>California Supplemental Nutrition Assistance Program Education (SNAP-Ed) also known as CalFresh Healthy Living, goals are to:</p> <ol style="list-style-type: none"> <li>1. Empower CalFresh Food eligible participants toward healthful dietary choices and physically active lifestyles.</li> <li>2. Mobilize communities and institutions to transform policies and systems towards a culture of equity, antiracism, healing, and health for all people.</li> <li>3. Work collaboratively with community members and other partners to increase impact, strengthen relationships between and across sectors, and ensure sustainable outcomes.</li> <li>4. Optimize and enhance the food system to support a healthy diet.</li> <li>5. Adopt, implement, maintain, and support programs and policies that: <ul style="list-style-type: none"> <li>- Increase access to and demand for healthy food</li> <li>- Decrease access to and demand for unhealthy food</li> <li>- Promote drinking water and restrict access to and consumption of sugar sweetened beverages</li> <li>- Enhances the natural and built environment to increase physical activity opportunities</li> </ul> </li> </ol>
<b>IWP Domain:</b>	LEARN
<b>PSE Setting:</b>	Schools (K-12, Elementary, Middle, High)
<b>Strategies:</b>	Access to healthy food, nutrition standards, physical activity, and behavioral economics
<b>Sub-Strategies:</b>	Capacity building for school nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery, and/or healthy procurement.
<b>Local Objective(s):</b>	Administration, Schools (K-12, Elementary, Middle, High)
<b>Primary Target Audience:</b>	CalFresh Food eligible county residents

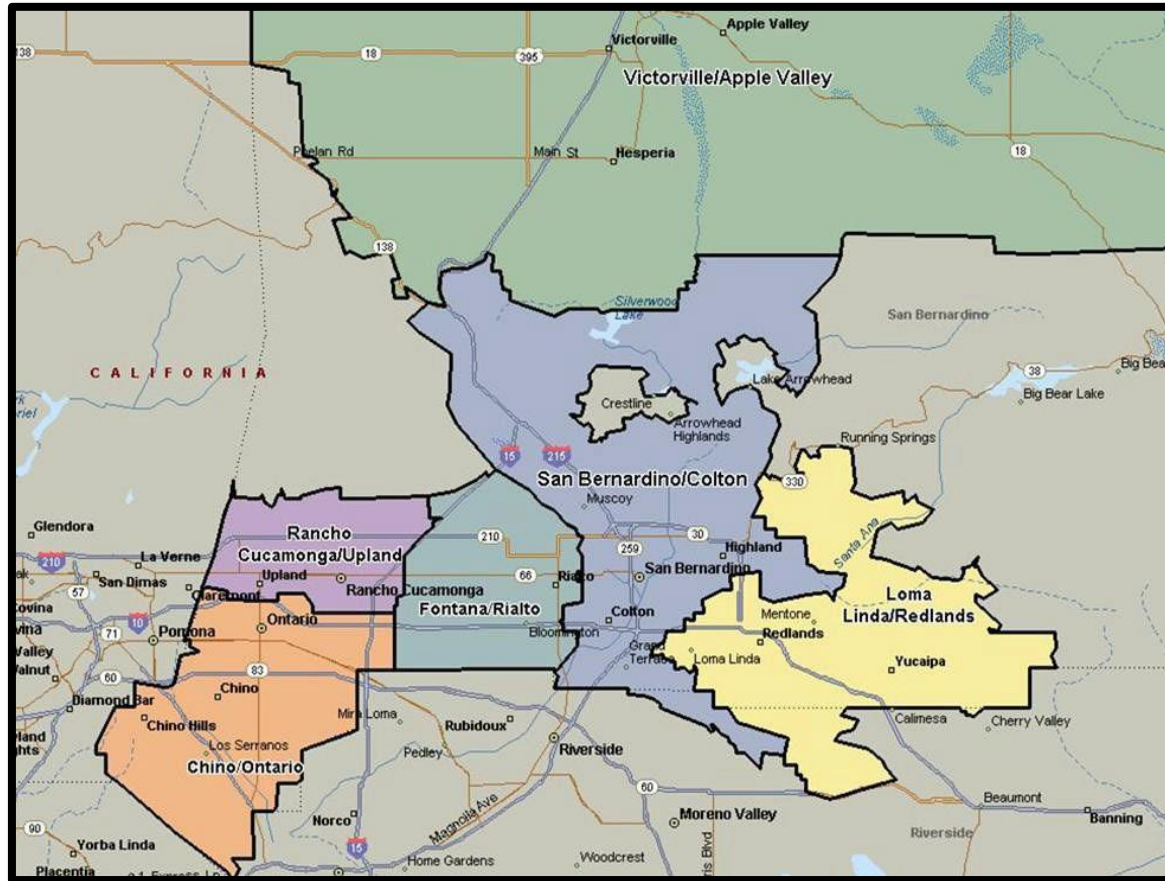
SCHOOLS (K-12, ELEMENTARY, MIDDLE, HIGH) EDUCATION	
	<b>Total</b>
Direct Education reach (children)	5,000
Direct Education reach (adults)	150
Indirect Education reach (children)	4,000
Indirect Education reach (adults)	1,500
Planned number of wellness policies	3
Planned number of PSE changes	5

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

## SAN BERNARDINO COUNTY (SBC) CALFRESH HEALTHY LIVING ZONES



- **West SBC**
  - Chino/Ontario, Montclair areas
  - Rancho Cucamonga/Upland areas
- **Central SBC**
  - Fontana/Rialto areas
  - San Bernardino/Colton, Grand Terrace areas
  - Mountain communities including:
    - Crestline, Arrowhead
- **East SBC**
  - 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 SBC**
  - Victorville/Apple 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: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)**SNAP-Ed Local Objective A: Administration**

By September 30, 2025, **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 15 CalFresh Healthy Living-sponsored meetings and trainings.**

Activity Description	Documentation
<b>Complete all mandatory documentation</b> 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.	<u>Submit:</u> Invoices, progress reports, success stories, PSE reports  <u>On file:</u> data cards, attachments
Comply with all requests from Department of Public Health (DPH) including annual <b>programmatic and fiscal onsite monitoring visits, site visits or desk reviews</b> , and responding to corrective action plans (CAPs) as necessary.	<u>On File:</u> Record of compliance, completed reports
Acquire <b>Food Handlers Card</b> that meets DPH requirements for all staff responsible for conducting taste tests and/or CalFresh Healthy Living approved recipe demonstrations.	<u>Submit:</u> County of San Bernardino Food Handlers Card
Annually, <b>attend a minimum of 15 CalFresh- sponsored meetings, trainings and conferences</b> that may include the following: <ul style="list-style-type: none"> <li>a. County Nutrition Action Partnership (CNAP) meetings, including School Meals Access Collaborative and Garden Subcommittee meetings</li> <li>b. Quarterly Contractor meetings and local trainings</li> <li>c. CalFresh Healthy Living Forum</li> <li>d. Other CalFresh-sponsored regional trainings</li> </ul>	<u>On File:</u> Meeting agendas

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)**Direct/Indirect Nutrition and Physical Activity Education**

By September 30, 2025, reach a minimum of 5,000 school-age children and 150 parents/caregivers with NPAB approved direct nutrition education and reach a minimum of 4,000 school-age children and 1,500 parents/caregivers with supportive indirect education to promote and reinforce messages related to nutrition, physical activity, healthy beverages, edible gardens and/or food waste reduction and recovery at qualified schools (K-12, Elementary, Middle, High). Parent education may also include utilization of pantry foods (healthy recipes) and food resource management.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE	<b>Partner with a minimum of 30 qualified</b> schools (K-12, Elementary, Middle, High) sites <b>reaching each CalFresh Healthy Living Zone</b> to allow teachers to be trained to conduct evidence-based nutrition, physical activity, healthy beverage, garden and/or food waste reduction and recovery education interventions with school aged students. Include taste tests when possible. <b>Establish relationships with</b> schools (K-12, Elementary, Middle, High) <b>site administration and generate a Letter of Agreement</b> with administrators to allow for staff development.	Recruit sites  Establish agreement				<u>Submit:</u> PEARS, Site List  <u>On file:</u> Letters of Agreement
TTA	<b>Provide training on approved curricula and offer ongoing technical assistance</b> for teachers/staff to gain skills and tools to conduct education at qualified sites.					<u>On file:</u> Training agenda, sign-in sheets, training presentations and materials
DE	Teachers will <b>conduct direct nutrition, physical activity, healthy beverage, garden and/or food waste reduction and recovery education utilizing approved curricula with a minimum of 5,000 students.</b> Where possible, complement education with taste tests.  <b>Conduct a minimum of 10 classroom visits</b> implementing education to ensure fidelity of class delivery.	Estimated Reach 1,667 students  Visit a minimum of 2 sites	Estimated Reach 1,667 students  Visit a minimum of 4 sites	Estimated Reach 1,666 students  Visit a minimum of 4 sites		<u>Submit:</u> PEARS  <u>On file:</u> Nutrition education materials, site visit evaluations

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
IOE	<p><b>Participate in the Impact/Outcome Evaluation (IOE).</b></p> <p><b>Conduct direct education</b> with unduplicated 4<sup>th</sup> through 12<sup>th</sup> grade students utilizing NPAB approved series-based curricula and materials. <b>IOE must be conducted at four (4) school sites and two (2) classrooms per site with a minimum of 30 matched surveys per site, for a total of 120 matched surveys.</b></p> <p>Administer pre-tests at the beginning of the school year and post-tests at the end for intervention sites.</p>	<p>Administer pre-tests</p> <p>Direct education</p>	Direct education	<p>Direct education</p> <p>Administer post-tests</p>		<p><u>Submit:</u> PEARS, matched pre and post-tests, Planning Worksheet, Attrition Log</p> <p><u>On file:</u> education materials</p>
DE	<p><b>Conduct direct nutrition, physical activity, healthy beverage, and/or garden education</b> with a minimum of 150 unduplicated parents/caregivers at a minimum of 10 school (K-12, Elementary, Middle, High) sites and other places people go to learn (e.g., faith-based centers, family resource centers, gardens, public housing, libraries, school-based food assistance/distribution sites &amp; events, and USDA summer meal sites).</p> <p><b>Education may also include utilization of healthy recipes, food resource management, and/or food waste reduction, and recovery.</b> Where possible, complement education with recipe demonstrations and/or taste tests. Education may be delivered in a series of interactive sessions as feasible.</p> <p><b>If conducting four or more classes in a series, a CalFresh Healthy Living Adult Survey must be conducted.</b></p>					<p><u>Submit:</u> PEARS, CalFresh Healthy Living Adult Survey</p> <p><u>On file:</u> Agendas, sign-in sheets, data cards, education materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
IE	<p><b>Promote, support, and reinforce messages</b> consistent with Direct education (DE) and other activities within nutrition standards, physical activity, water access and appeal, and/or edible gardens in school (K-12, Elementary, Middle, High) sites.</p> <p><b>Utilize indirect education strategies to engage and empower 4,000 students and 1,500 parents/caregivers</b> to implement changes at school (K-12, Elementary, Middle, High) sites, at home and/or while dining out. Recipe demonstrations and/or taste testing can be included.</p> <p><b>Communicate through various appropriate channels</b> (e.g., newsletters, events, flyers, signage, posters, social media, websites, etc.).</p>	<p>Estimated Reach 1,000 students</p> <p>Reach 375 parents/ caregivers</p>	<p>Estimated Reach 1,000 students</p> <p>Reach 375 parents/ caregivers</p>	<p>Estimated Reach 1,000 students</p> <p>Reach 375 parents/ caregivers</p>	<p>Estimated Reach 1,000 students</p> <p>Reach 375 parents/ caregivers</p>	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Education materials, CalFresh Healthy Living approved recipes, newsletters, flyers, social media posts</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)**Policy, Systems and Environmental (PSE) Change**

By September 30, 2025, **support the implementation and documentation of at least one (1) Policy, System and Environmental (PSE) change per site, at a minimum of five (5) qualified schools (K-12, Elementary, Middle, High) sites** in relation to nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery, and/or healthy procurement. **Three (3)** of the PSEs must address school/site wellness policies.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
ASMT	<p><b>Identify and engage local influencers and partners to:</b></p> <p><b>PRE:</b> Assess the need, readiness, access and/or environment of school (K-12, Elementary, Middle, High) settings in relation to nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food waste reduction, food distribution, recovery and/or healthy procurement. <b>Identify gaps or ways to strengthen current programs.</b> Survey site participants such as youth, parents, site leadership/staff, community members, maintenance staff and/or Community-Based Organizations (CBOs) for input and feedback on potential opportunities. Work can include engaging youth in data collection.</p> <p><b>POST:</b> Assess the impact and/or environmental changes in relation to program implementation including nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement. <b>Solicit and assess feedback</b> from site participants and site leadership/staff. Work can include engaging youth in data collection.</p>	Pre-assess TBD		Post-assess TBD		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE (a)	<p><b>Identify and engage local influencers</b> such as students, parents, PTAs, teachers, site staff, school nutrition services, site councils, community members/groups, and/or local farmer partners.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement.</p> <p><b>Leverage relationships</b> with local influencers to generate support for existing work and/or additional efforts around improved and/or expanded initiatives. <b>Engage youth, local influencers, and staff</b> consistently throughout planning, implementation, and maintenance of initiatives.</p>	Identify influencers	Work with influencers	Work with influencers	Present Results	<p><u>Submit:</u> Partnership log, PEARS</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE (b)	<p><b>Gather community members' feedback and input</b> on the needs and desires of the community as well as facilitators and barriers related to school nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement in schools (K-12, Elementary, Middle, High) settings.</p> <p><b>Incorporate local influencers' vision and high priority needs</b> into the project planning through engaging them in meetings, listening sessions, surveys, etc.</p> <p><b>Engage community members in assessments and/or sharing program information and strategies for improvements</b> with management and other appropriate stakeholders as feasible. <b>Develop and implement action plans as appropriate</b> based on the assessments to address priority areas.</p> <p>These may include nutrition services, office of education, wellness committees, community organizations, local businesses, school-based health center representatives, and/or master gardeners.</p> <p><b>Engage influencers</b> consistently throughout planning, implementation, and maintenance of the initiatives.</p> <p><b>Develop and implement action plans</b> as appropriate based on the assessments to address priority areas.</p> <p><b>Implement and document at a minimum of one (1) healthy site change per engaged site.</b></p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials, list of healthy site changes</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
CE (c)	<p><b>Identify key decision makers</b> such as principals, school nutrition directors, PTAs, parents/adult leaders, school-based health center administrators, pantry management, school board, superintendent of schools, outside funders, and/or local government officials.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement.</p> <p><b>Leverage relationships with local decision makers</b> to generate support for existing and/or additional work around improved and/or expanded initiatives.</p> <p><b>Engage decision-makers</b> at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of initiatives.</p> <p><b>Hold recognition events</b> and invite agency and local leadership to attend. Share success stories, best practices, and challenges through photos, stories, etc.</p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>
C&C	<p><b>Attend and work</b> with School/District Wellness Policy Committees, County Nutrition Action Partnership (CNAP), PTA groups, community members, and other appropriate workgroups. Assist with policy development to support planning, implementation and/or maintenance of initiatives.</p> <p><b>Attend and work</b> with garden advisory committees, maintenance staff, community members and other stakeholders to discuss garden maintenance, yield, and to continually recruit new committee members to increase membership and garden participation.</p> <p>Work with groups in a minimum of two (2) districts to identify opportunities to strengthen and implement wellness policies.</p> <p><b>Participate in recognition programs</b> such as <i>Alliance for a Healthier Generation</i> as appropriate.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Meeting agendas, list of committees, written wellness policies</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2024Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2024	Jan-Mar 2025	Apr-June 2025	July-Sep 2025	
TTA	<p><b>Provide a minimum of one (1) training and two (2) technical assistance activities</b> to school (K-12, Elementary, Middle, High) teachers/staff in the delivery of NPAB approved evidence-based curricula.</p> <p><b>Provide training and technical assistance</b> to teachers, site staff, school-based health center representatives, garden advisory group, and/or volunteers to support policy, system and environmental changes including nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement in school (K-12, Elementary, Middle, High) settings.</p> <p><b>Provide training and technical assistance to key stakeholders</b>, such as PTAs, school administration, and/or site councils in the development and implementation of the action plan.</p> <p><b>Support recognition activities</b> related to Policy, System and Environmental (PSE) changes.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Training agendas, sign-in sheets, training presentations and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

CALFRESH HEALTHY LIVING SNAP-ED CONTRACT PERIOD: OCTOBER 1, 2025 – SEPTEMBER 30, 2026	
<b>Contract Number:</b>	
<b>Contractor:</b>	
<b>CalFresh Healthy Living Goals and Focus:</b>	<p>California Supplemental Nutrition Assistance Program Education (SNAP-Ed) also known as CalFresh Healthy Living, goals are to:</p> <ol style="list-style-type: none"> <li>1. Empower CalFresh Food eligible participants toward healthful dietary choices and physically active lifestyles.</li> <li>2. Mobilize communities and institutions to transform policies and systems towards a culture of equity, antiracism, healing, and health for all people.</li> <li>3. Work collaboratively with community members and other partners to increase impact, strengthen relationships between and across sectors, and ensure sustainable outcomes.</li> <li>4. Optimize and enhance the food system to support a healthy diet.</li> <li>5. Adopt, implement, maintain, and support programs and policies that: <ul style="list-style-type: none"> <li>- Increase access to and demand for healthy food</li> <li>- Decrease access to and demand for unhealthy food</li> <li>- Promote drinking water and restrict access to and consumption of sugar sweetened beverages</li> <li>- Enhances the natural and built environment to increase physical activity opportunities</li> </ul> </li> </ol>
<b>IWP Domain:</b>	LEARN
<b>PSE Setting:</b>	Schools (K-12, Elementary, Middle, High)
<b>Strategies:</b>	Access to healthy food, nutrition standards, physical activity, and behavioral economics
<b>Sub-Strategies:</b>	Capacity building for school nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery, and/or healthy procurement
<b>Local Objective(s):</b>	Administration, Schools (K-12, Elementary, Middle, High)
<b>Primary Target Audience:</b>	CalFresh Food eligible county residents

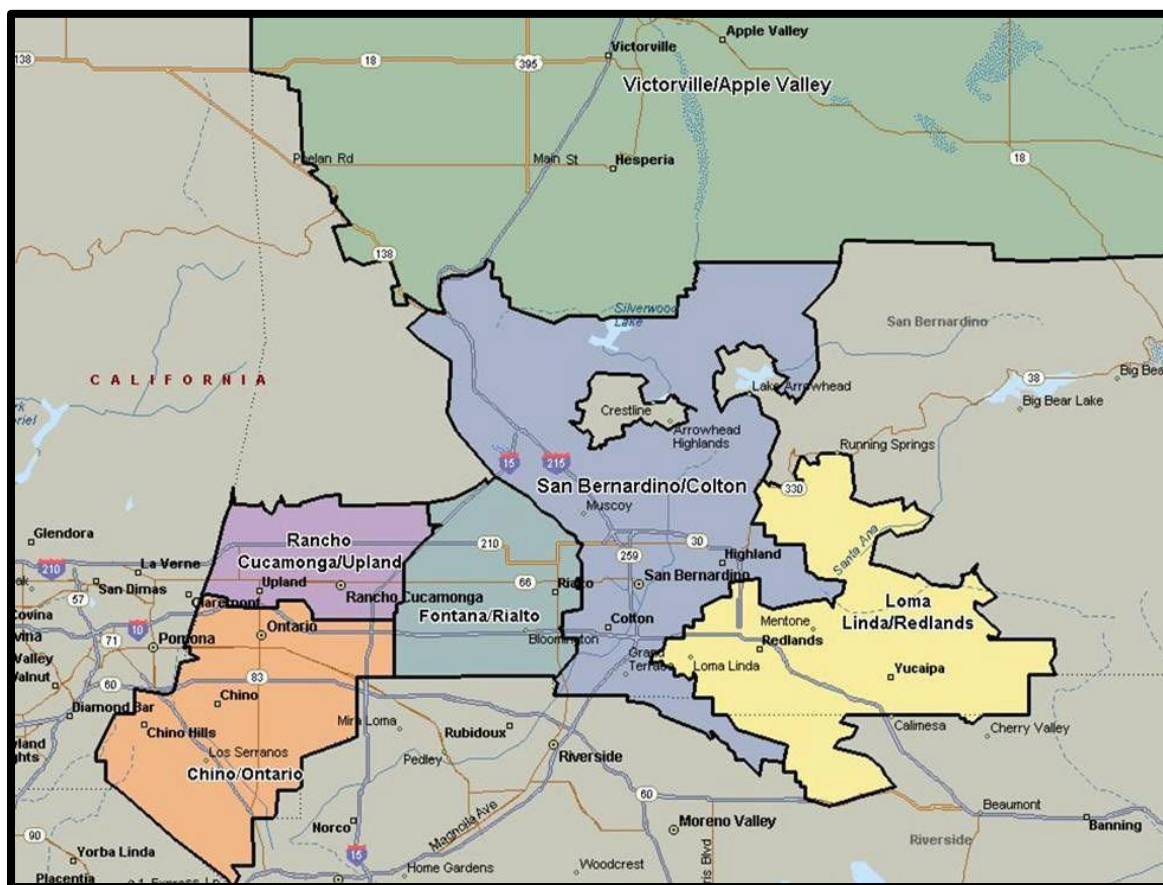
SCHOOLS (K-12, ELEMENTARY, MIDDLE, HIGH) EDUCATION	
	Total
Direct Education reach (children)	6,000
Direct Education reach (adults)	250
Indirect Education reach (children)	6,000
Indirect Education reach (adults)	3,000
Planned number of wellness policies	5
Planned number of PSE changes cumulative	7

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

## SAN BERNARDINO COUNTY (SBC) CALFRESH HEALTHY LIVING ZONES



- **West SBC**
  - Chino/Ontario, Montclair areas
  - Rancho Cucamonga/Upland areas
- **Central SBC**
  - Fontana/Rialto areas
  - San Bernardino/Colton, Grand Terrace areas
  - Mountain communities including:
    - Crestline, Arrowhead
- **East SBC**
  - 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 SBC**
  - Victorville/Apple 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: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)**SNAP-Ed Local Objective A: Administration**

By September 30, 2026, **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 15 CalFresh Healthy Living-sponsored meetings and trainings**.

Activity Description	Documentation
<b>Complete all mandatory documentation</b> 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.	<p><u>Submit:</u> Invoices, progress reports, success stories, PSE reports</p> <p><u>On file:</u> data cards, attachments</p>
Comply with all requests from Department of Public Health (DPH) including annual <b>programmatic and fiscal onsite monitoring visits, site visits or desk reviews</b> , and responding to corrective action plans (CAPs) as necessary.	<p><u>On File:</u> Record of compliance, completed reports</p>
Acquire <b>Food Handlers Card</b> that meets DPH requirements for all staff responsible for conducting taste tests and/or CalFresh Healthy Living approved recipe demonstrations.	<p><u>Submit:</u> County of San Bernardino Food Handlers Card</p>
Annually, <b>attend a minimum of 15 CalFresh- sponsored meetings, trainings and conferences</b> that may include the following: <ul style="list-style-type: none"> <li>a. County Nutrition Action Partnership (CNAP) meetings, including School Meals Access Collaborative and Garden Subcommittee meetings</li> <li>b. Quarterly Contractor meetings and local trainings</li> <li>c. CalFresh Healthy Living Forum</li> <li>d. Other CalFresh-sponsored regional trainings</li> </ul>	<p><u>On File:</u> Meeting agendas</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)**Direct/Indirect Nutrition and Physical Activity Education**

By September 30, 2026, **reach a minimum of 6,000 school-age children and 250 parents/caregivers with NPAB approved direct nutrition education and reach a minimum of 6,000 school-age children and 3,000 parents/caregivers with supportive indirect education** to promote and reinforce messages related to nutrition, physical activity, healthy beverages, edible gardens and/or food waste reduction and recovery at qualified schools (K-12, Elementary, Middle, High). Parent education may also include utilization of pantry foods (healthy recipes) and food resource management.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE	<b>Partner with a minimum of 50 cumulative qualified schools, which includes 20 new, unduplicated school (K-12, Elementary, Middle, High) sites</b> , reaching each CalFresh Healthy Living Zone to allow teachers to be trained to conduct evidence-based nutrition, physical activity, healthy beverage, garden and/or food waste reduction and recovery education interventions with school aged students. Include taste tests when possible. <b>Establish relationships with schools (K-12, Elementary, Middle, High) site administration and generate a Letter of Agreement</b> with administrators to allow for staff development.	Recruit sites  Establish agreement				<u>Submit:</u> PEARS, Site List  <u>On file:</u> Letters of Agreement
TTA	<b>Provide training on approved curricula and offer ongoing technical assistance</b> for teachers/staff to gain skills and tools to conduct education at qualified sites.					<u>On file:</u> Training agenda, sign-in sheets, training presentations and Materials
DE	Teachers will <b>conduct direct nutrition, physical activity, healthy beverage, garden and/or food waste reduction and recovery education utilizing approved curricula with a minimum of 6,000 students</b> . Where possible, complement education with taste tests.  <b>Conduct a minimum of 10 classroom visits</b> implementing education to ensure fidelity of class delivery.	Estimated Reach 2,330 students  Visit a minimum of 2 sites	Estimated Reach 2,335 students  Visit a minimum of 4 sites	Estimated Reach 2,335 students  Visit a minimum of 4 sites		<u>Submit:</u> PEARS  <u>On file:</u> Nutrition education materials, site visit evaluations

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
IOE	<p><b>Participate in the Impact/Outcome Evaluation (IOE).</b></p> <p><b>Conduct direct education</b> with unduplicated 4<sup>th</sup> through 12<sup>th</sup> grade students utilizing NPAB approved series-based curricula and materials. <b>IOE must be conducted at four (4) school sites and two (2) classrooms per site with a minimum of 30 matched surveys per site, for a total of 120 matched surveys.</b></p> <p>Administer pre-tests at the beginning of the school year and post-tests at the end for intervention sites.</p>	<p>Administer pre-tests</p> <p>Direct education</p>	Direct education	<p>Direct education</p> <p>Administer post-tests</p>		<p><u>Submit:</u> PEARS, matched pre and post-tests, Planning Worksheet, Attrition Log</p> <p><u>On file:</u> education materials</p>
DE	<p><b>Conduct direct nutrition, physical activity, healthy beverage, and/or garden education</b> with a minimum of 250 unduplicated parents/caregivers at a minimum of 10 school (K-12, Elementary, Middle, High) sites and other places people go to learn (e.g., faith-based centers, family resource centers, gardens, public housing, libraries, school-based food assistance/distribution sites &amp; events, USDA summer meal sites).</p> <p><b>Education may also include utilization of healthy recipes, food resource management, and/or food waste reduction, and recovery.</b> Where possible, complement education with recipe demonstrations and/or taste tests. Education may be delivered in a series of interactive sessions as feasible.</p> <p><b>If conducting four or more classes in a series, a CalFresh Healthy Living Adult Survey must be conducted.</b></p>					<p><u>Submit:</u> PEARS, CalFresh Healthy Living Adult Survey</p> <p><u>On file:</u> Agendas, sign-in sheets, data cards, education materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
IE	<b>Promote, support, and reinforce messages</b> consistent with Direct education (DE) and other activities within nutrition standards, physical activity, water access and appeal, and/or edible gardens in school (K-12, Elementary, Middle, High) sites.	Estimated Reach 1,500 students	Estimated Reach 1,500 students	Estimated Reach 1,500 students	Estimated Reach 1,500 students	<u>Submit:</u> PEARS  <u>On file:</u> Education materials, CalFresh Healthy Living approved recipes, newsletters, flyers, social media posts
	<b>Utilize indirect education strategies to engage and empower 6,000 students and 3,000 parents/caregivers</b> to implement changes at school (K-12, Elementary, Middle, High) sites, at home and/or while dining out. Recipe demonstrations and/or taste testing can be included.  <b>Communicate through various appropriate channels</b> (e.g., newsletters, events, flyers, signage, posters, social media, websites, etc.).	Reach 750 parents/ caregivers	Reach 750 parents/ caregivers	Reach 750 parents/ caregivers	Reach 750 parents/ caregivers	

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)**Policy, Systems and Environmental (PSE) Change**

By September 30, 2026, support the implementation and documentation of at least one (1) PSE change per site, at a minimum of seven (7) cumulative qualified school (K-12, Elementary, Middle, High) sites, which includes (2) new, unduplicated sites, in relation to nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery, and/or healthy procurement. **Five (5) cumulative** PSEs, which includes two (2) new PSEs, must address school/site wellness policies.

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
ASMT	<p><b>Identify and engage local influencers and partners to:</b></p> <p><b>PRE: Assess the need, readiness, access and/or environment</b> of school (K-12, Elementary, Middle, High) settings in relation to nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food waste reduction, food distribution, recovery and/or healthy procurement. <b>Identify gaps or ways to strengthen current programs.</b> Survey site participants such as youth, parents, site leadership/staff, community members, maintenance staff and/or Community-Based Organizations (CBOs) for input and feedback on potential opportunities. Work can include engaging youth in data collection.</p> <p><b>POST: Assess the impact and/or environmental changes</b> in relation to program implementation including nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement.</p> <p><b>Solicit and assess feedback</b> from site participants and site leadership/staff. Work can include engaging youth in data collection.</p>	Pre-assess TBD		Post-assess TBD		<p><u>Submit:</u> PEARS, SLAQs, LAC</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, pre and post assessments</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE (a)	<p><b>Identify and engage local influencers</b> such as students, parents, PTAs, teachers, site staff, school nutrition services, site councils, community members/groups, and/or local farmer partners.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement.</p> <p><b>Leverage relationships</b> with local influencers to generate support for existing work and/or additional efforts around improved and/or expanded initiatives. <b>Engage youth, local influencers, and staff</b> consistently throughout planning, implementation, and maintenance of initiatives.</p>	Identify influencers	Work with influencers	Work with influencers	Present Results	<p><u>Submit:</u> Partnership log, PEARS</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE (b)	<p><b>Gather community members' feedback and input</b> on the needs and desires of the community as well as facilitators and barriers related to school nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement in schools (K-12, Elementary, Middle, High) settings.</p> <p><b>Incorporate local influencers' vision and high priority needs</b> into the project planning through engaging them in meetings, listening sessions, surveys, etc.</p> <p><b>Engage community members in assessments and/or sharing program information and strategies for improvements</b> with management and other appropriate stakeholders as feasible. <b>Develop and implement action plans as appropriate</b> based on the assessments to address priority areas.</p> <p>These may include nutrition services, office of education, wellness committees, community organizations, local businesses, school-based health center representatives, and/or master gardeners.</p> <p><b>Engage influencers</b> consistently throughout planning, implementation, and maintenance of the initiatives.</p> <p><b>Develop and implement action plans</b> as appropriate based on the assessments to address priority areas.</p> <p><b>Implement and document at a minimum of one (1) healthy site change per engaged site.</b></p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials, list of healthy site changes</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
CE (c)	<p><b>Identify key decision makers</b> such as principals, school nutrition directors, PTAs, parents/adult leaders, school-based health center administrators, pantry management, school board, superintendent of schools, outside funders, and/or local government officials.</p> <p><b>Present assessment results and/or educate</b> on the benefits and impact of implementing nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement.</p> <p><b>Leverage relationships with local decision makers</b> to generate support for existing and/or additional work around improved and/or expanded initiatives.</p> <p><b>Engage decision-makers</b> at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of initiatives.</p> <p><b>Hold recognition events</b> and invite agency and local leadership to attend. Share success stories, best practices, and challenges through photos, stories, etc.</p>					<p><u>Submit:</u> PEARS, Action plans</p> <p><u>On file:</u> Meeting agendas, sign-in sheets, presentations, and materials</p>
C&C	<p><b>Attend and work</b> with School/District Wellness Policy Committees, County Nutrition Action Partnership (CNAP), PTA groups, community members, and other appropriate workgroups. Assist with policy development to support planning, implementation and/or maintenance of initiatives.</p> <p><b>Attend and work</b> with garden advisory committees, maintenance staff, community members and other stakeholders to discuss garden maintenance, yield, and to continually recruit new committee members to increase membership and garden participation.</p> <p>Work with groups in a minimum of two (2) districts to identify opportunities to strengthen and implement wellness policies.</p> <p><b>Participate in recognition programs</b> such as <i>Alliance for a Healthier Generation</i> as appropriate.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Meeting agendas, list of committees, written wellness policies</p>

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

Contractor: SBCSS

One Year Work Plan  
FFY 2025Service Category LEARN: Schools  
(K-12, Elementary, Middle, High)

Activity	Activity Description	Deliverables				Documentation
		Oct-Dec 2025	Jan-Mar 2026	Apr-June 2026	July-Sep 2026	
TTA	<p><b>Provide a minimum of one (1) training and two (2) technical assistance activities</b> to school (K-12, Elementary, Middle, High) teachers/staff in the delivery of NPAB approved evidence-based curricula.</p> <p><b>Provide training and technical assistance</b> to teachers, site staff, school-based health center representatives, garden advisory group, and/or volunteers to support policy, system and environmental changes including nutrition standards, physical activity, edible gardens, water access and appeal, school wellness policy, food distribution, food waste reduction, recovery and/or healthy procurement in school (K-12, Elementary, Middle, High) settings.</p> <p><b>Provide training and technical assistance to key stakeholders</b>, such as PTAs, school administration, and/or site councils in the development and implementation of the action plan.</p> <p><b>Support recognition activities</b> related to Policy, System and Environmental (PSE) changes.</p>	TBD	TBD	TBD	TBD	<p><u>Submit:</u> PEARS</p> <p><u>On file:</u> Training agendas, sign-in sheets, training presentations and materials</p>

**Attachment B**  
**Federal Terms and Conditions**

*(For Federally Funded Grant Agreements)*

The use of headings or titles throughout this exhibit is for convenience only 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. Deparment and Suspension Certification
4. Covenant Against Contingent Fees
5. Lobbying Restrictions and Disclosure Certification
6. Additional Restrictions
7. Human Subjects Use Requirements
8. Audit and Record Retention
9. 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 Agreement 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 Agreement were executed after that determination was made.
- b. This Agreement 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 Agreement. In addition, this Agreement 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 Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement 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 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. 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 no appropriated 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.

**6. 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.”

## **7. Human Subjects Use Requirements**

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

By signing this Agreement, Grantee 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.

## **8. Audit and Record Retention**

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

- a. The Grantee 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 Grantee'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. Grantee agrees that CDPH, 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. 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, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subgrantee related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).
- d. The Grantee 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.

- f. The Grantee may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to electronic data storage device. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Grantee and/or Subgrantee must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records.

## **9. Federal Requirements**

Grantee agrees to comply with and shall require all subgrantee's, 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.

**Attachment 1****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.

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San Bernardino County

Name of Grantee

Printed Name of Person Signing for Grantee

23-10339

Contract / Grant Number

Signature of Person Signing for Grantee

Date

Title

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

California Department of Public Health  
Nutrition Education and Obesity Prevention Branch  
P.O. Box 997377, MS 7204  
Sacramento, CA 95899-7377 Attn:  
Kao Saepanh, Grant Manager

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

**Attachment 2****CERTIFICATION REGARDING LOBBYING**

Approved by OMB Complete this form to disclose lobbying  
activities pursuant to 31 U.S.C. 13520348-0046  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/> .
<b>4. Name and Address of Reporting Entity:</b>  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier <input type="text"/> , if known:	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  <input type="text"/> <input type="text"/>	
<b>6. Federal Department/Agency</b> <input type="text"/>	<b>7. Federal Program Name/Description:</b> <input type="text"/>	
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> <input type="text"/>	
<b>10.a. Name and Address of Lobbying Registrant</b> <i>(If individual, last name, first name, MI):</i> <input type="text"/>	<b>b. Individuals Performing Services (including address if different from 10a.)</b> <i>(Last name, First name, MI):</i> <input type="text"/>	
<b>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.</b>	<b>Signature:</b> <input type="text"/> <b>Print Name:</b> <input type="text"/> <b>Title:</b> <input type="text"/> <b>Telephone No.:</b> <input type="text"/> <b>Date:</b> <input type="text"/> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>	
<b>Federal Use Only</b>		Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)

**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.

## COMPLAINT AND GRIEVANCE PROCEDURE

(INSTRUCTIONS: THE PARTICIPANT IS TO READ AND RECEIVE THE TOP PORTION OF THIS FORM. THE BOTTOM PORTION OF THE FORM IS TO BE SIGNED BY SERVICE RECIPIENT AND PLACED IN THE CONTRACTOR'S RECORDS.)

If you believe you have been discriminated against, or that there has been a violation of any laws or regulations, or if you have a problem regarding services received, you have the right to file a grievance.

The following procedures are to be followed when filing a grievance:

1. Identify the complaint/grievance in writing and discuss it with the contractor/service provider.  
Time frame: Within 1 week of discrimination/violation/problem.  
If resolved at this level, no further action is required. If no resolution is apparent within 10 calendar days, proceed with Step 2.
2. Forward the written complaint/grievance to your Caseworker (whichever is applicable).  
Time frame: Within 1 week of Step 1.

If resolved at this level, no further action is required. If no resolution is apparent within 20 calendar days, proceed with Step 3.

3. Forward the written complaint/grievance to Program Manager at the following address:  
Paula De Silva, Program Coordinator  
Department of Public Health  
Nutrition and Wellness Services  
1505 South "D" Street  
San Bernardino, CA 92415-0058

Time frame: Within 1 week of Step 2.

If resolved at this level, no further action is required.

4. If no solution is apparent after Steps 1-3 have been exhausted forward copy of written grievance to:  
  
Public Health, Contracts Manager  
451 E. Vanderbilt Way  
San Bernardino, CA 92408

You will be contacted within 10 calendar days of any actions being taken. Please note: Each of these steps must be completed in the sequence shown.

.....  
GRIEVANCE PROCEDURE CERTIFICATION

This is to certify that I have read, understood, and received a copy of the San Bernardino County Human Services System Complaint and Grievance Procedure.

\_\_\_\_\_  
Signature of Service Recipient

\_\_\_\_\_  
Date

**ASSURANCE OF COMPLIANCE STATEMENT****ASSURANCE OF COMPLIANCE WITH THE  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS****San Bernardino County Superintendent of Schools**

NAME OF THE CONTRACTING AGENCY

(Hereinafter called the "Agency")

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Food Stamp Act of 1977-Section 272.6, The Americans with Disabilities Act of 1990, Government Code (GC) Section 1135 and California Code of Regulations (CCR) Title 22 Section 9800-98413, Title 24 of the California Code of Regulations, Section 310A(e) and other applicable federal and state laws, as well as their implementing regulations (including 45 CFR, Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFS Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVES ASSURANCE THAT, it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE AGENCY HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the agency agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the agency directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

\_\_\_\_\_  
DATE\_\_\_\_\_  
SIGNATURE

San Bernardino County Superintendent of Schools  
ORGANIZATION



## Campaign Contribution Disclosure (Senate Bill 1439)

### **DEFINITIONS**

Actively supporting the matter: (a) Communicate directly with a member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, District Attorney, Auditor-Controller/Treasurer/Tax Collector] for the purpose of influencing the decision on the matter; or (b) testifies or makes an oral statement before the County in a proceeding on the matter for the purpose of influencing the County's decision on the matter; or (c) communicates with County employees, for the purpose of influencing the County's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the Board or County employees for purposes of influencing the County's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Board of Supervisors. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidiary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources, or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

**Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.**

1. Name of Contractor:

2. Is the entity listed in Question No. 1 a non-profit organization under Internal Revenue Code section 501(c)(3)?

Yes ☐ If yes, skip Question Nos. 3 - 4 and go to Question No. 5.

No ☐

3. Name of Principal (i.e., CEO/President) of entity listed in Question No. 1, if the individual actively supports the matter and has a financial interest in the decision:

4. If the entity identified in Question No.1 is a corporation held by 35 or less shareholders, and not publicly traded ("closed corporation"), identify the major shareholder(s):

5. Name of any parent, subsidiary, or otherwise related entity for the entity listed in Question No. 1 (see definitions above):

6. Name of agent(s) of Contractor:

7. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the County or board governed special district:

8. Name of any known individuals/companies who are not listed in Questions 1-7, but who may (1) actively support or oppose the matter submitted to the Board and (2) have a financial interest in the outcome of the decision:

Company Name	Relationship

Company Name	Agent(s)	Date Agent Retained (if less than 12 months prior)

Company Name	Subcontractor(s):	Principal and/or Agent(s):

Company Name	Individual(s) Name

9. Was a campaign contribution, of more than \$250, made to any member of the San Bernardino County Board of Supervisors or other County elected officer within the prior 12 months, by any of the individuals or entities listed in Question Nos. 1-8?

No ☐ If **no**, please skip Question No. 10.

Yes ☐ If **yes**, please continue to complete this form.

10. Name of Board of Supervisor Member or other County elected officer: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Please add an additional sheet(s) to identify additional Board Members or other County elected officers to whom anyone listed made campaign contributions.

By signing below, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-8 are prohibited from making campaign contributions of more than \$250 to any member of the Board of Supervisors or other County elected officer while this matter is pending and for 12 months after a final decision is made by the County.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Entity Name, if applicable

## CalFresh Healthy Living Budget Template - FY 2024/25 & 2025/26

<b>Organization Name:</b>	(CDPH) California Dept. of Public Health
<b>County/Jurisdiction:</b>	San Bernardino Co. nty
<b>Award Total Budget:</b>	<b>\$851,598.00</b>

Expenses	Previous Budget Amount	Previous Budget Carry-In Amount	Current Award Budget Amount	% Difference	Justification For Greater Than 5% Difference From Previous Budget Amount
Salaries/Benefits			\$732,254.59	100.00%	
Travel			\$10,024.69	100.00%	
Non-Capital Equipment/Supplies			\$5,870.00	100.00%	
Materials			\$28,329.00	100.00%	
Building/Space			\$0.00	0.00%	
Maintenance			\$15,264.00	100.00%	
Equipment and Other Capital Expenditures			\$0.00	0.00%	
Contracts/Sub-Grants/Agreements			\$0.00	0.00%	
<b>Total Direct Costs:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$791,742.28</b>	<b>100.00%</b>	
Indirect Cost Rate % =			\$59,855.72	100.00%	
<b>Total Federal Funds</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$851,598.00</b>	<b>100.00%</b>	

Retain copies of Contracts/Sub-Grants/Agreements on site

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

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

Provide narrative describing all expenses for each budget line item

CalFresh Healthy Living Budget Template

Organization Name: (CDPH) California Dept. of Public Health

County/Jurisdiction: San Bernardino County

Staffing: Salary/Benefits:

Position #	Position Title	Staff Name	% of Time Spent on Mgmt/Admin	% of Time Spent on Direct SNAP-Ed Delivery	Annual Salary	FTE Rate	Total Funded Salary	Benefit Rate	Total Funded Benefits	Total Admin. Costs	Total Funded Salary and Benefits	Additional Budget Information
1	CalFresh Healthy Living Manager	Teslyn H-K.	100.00%	0.00%	\$179,683.86	0.8	\$143,747.09	47.500%	\$68,279.87	\$212,026.95	\$212,026.95	
2	Healthy SBCSS Specialist	Sonia C.	0.00%	100.00%	\$114,739.65	1	\$114,739.65	47.500%	\$54,501.33	\$0.00	\$169,240.98	
3	Healthy SBCSS Specialist	Theresa G.	0.00%	100.00%	\$111,444.95	0.35	\$39,005.73	47.500%	\$18,527.72	\$0.00	\$57,533.46	
4	Nutrition Educator	Danielle M.	0.00%	100.00%	\$113,239.65	1	\$113,239.65	47.500%	\$53,788.83	\$0.00	\$167,028.48	
5	Program Technician	Veronica V.	0.00%	100.00%	\$86,395.20	0.5	\$43,197.60	47.500%	\$20,518.86	\$0.00	\$63,716.46	
6	Project Analyst	Juan R.	100.00%	0.00%	\$118,563.20	0.35	\$41,497.12	47.500%	\$19,711.13	\$61,208.25	\$61,208.25	
7	Champion 1	TBD 1	0.00%	100.00%	\$500.00	1	\$500.00	0.000%	\$0.00	\$0.00	\$500.00	
8	Champion 2	TBD 2	0.00%	100.00%	\$500.00	1	\$500.00	0.000%	\$0.00	\$0.00	\$500.00	
9	Champion 3	TBD 3	0.00%	100.00%	\$500.00	1	\$500.00	0.000%	\$0.00	\$0.00	\$500.00	
10							\$0.00		\$0.00	\$0.00	\$0.00	
Total Staffing: Salaries/Benefits:						7	\$496,926.84		\$235,327.75	\$273,235.21	\$732,254.59	

• Provide narrative in Budget Justification column for Benefit Rates over 90%

Definition and basis for calculations of benefit rate(s):  
(Describe what is covered in the benefit rate for your agency)

Includes payroll taxes, medical/dental benefits, and retirement as a percentage of salaries.

CalFresh Healthy Living Budget Template

Organization Name: (CDPH) California Dept. of Public Health

County/Jurisdiction: San Bernardino County

Travel: In-State

Item #	Position Title/Name	Location	Description and Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles (\$ .67)	Reg Fee	Other	Total	Additional Budget Information
1	CalFresh Healthy Living Manager : Teslyn H-K. Healthy SBCSS Specialist : Sonia C. Healthy SBCSS Specialist : Theresa G. Nutrition Educator : Danielle M. Program Technician : Veronica V. Project Analyst : Juan R.	San Bernardino County	General mileage for trainings, events, site visits, meetings, etc.	1	4	0	0	\$0.00	\$0.00	\$0.00	3000	\$0.00	\$0.00	\$2,010.00	
2	CalFresh Healthy Living Manager : Teslyn H-K. Healthy SBCSS Specialist : Sonia C. Healthy SBCSS Specialist : Theresa G. Nutrition Educator : Danielle M.	San Diego	CalFresh Healthy Living 2025 Forum - March 10-12, 2025 Town and Country Resort, San Diego, CA., other for the cost of parking.	1	4	3	2	\$59.00	\$194.00	\$0.00	150	\$0.00	\$45.00	\$2,540.50	
3	CalFresh Healthy Living Manager : Teslyn H-K. Healthy SBCSS Specialist : Sonia C. Healthy SBCSS Specialist : Theresa G. Nutrition Educator : Danielle M.	Orange County	The Wellness Conference (TWC) is on July 9-11, 2025 in Anaheim, CA. The TWC features nationally recognized speakers and premier breakout sessions utilizing California Department of Education's California Community Schools Partnership Program whole child approach with elements of the Center for Disease Control's Whole School, Whole Community, Whole Child to support understanding of the interconnectivity between students, families, communities and schools in the pursuit of health and wellness. Approximately 1,000 SBCSS teachers, administrators, district staff, and community partners attend annually. The CFHL team infuses elements of nutrition, physical activity and PSE supports into the conference to deepen and broaden PSE efforts across the county school system. Other is for the cost of parking.	1	4	3	2	\$59.00	\$169.00	\$0.00	57	\$799.00	\$45.00	\$5,474.19	
4														\$0.00	
Total In-State Travel:														\$10,024.69	

Travel: Out-of-State

															Budget Adjustment
Item #	Position Title/Name	Location	Description and Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles (\$ .655)	Reg Fee	Other	Total	Budget Justification
1														\$0.00	
Total Out-of-State Travel:														\$0.00	

Total Travel:	\$10,024.69
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## CalFresh Healthy Living Budget Template

Organization Name: (CDPH) California Dept. of Public Health  
 County/Jurisdiction: San Bernardino County

## Non-Capital Equipment/Supplies:

Item #	Budget Item	Description and Justification	FTE	Cost Per Item	# of Items		Total	Additional Budget Information
1	Office Supplies	General office supplies available through Office Depot or SBCSS stores that may include but are not limited to: toner, paper, business cards, calendars, storage containers, desk organizers, paper management, digital camera, ergonomic keyboard and mouse, USB flash drive, wireless speakers, headsets, and general office supplies.	4	\$75.00	12		\$3,600.00	
2	Other - Membership	The American Public Health Association's membership. Agency membership open to local, state, and federal government agencies, academic institutions engaged in public health work or other programs having a close relationship with public health work or health services. Per APHA membership cost is \$525.00 for 1-20 employees.	1	\$525.00	1		\$525.00	
3							\$0.00	
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>								
1	Laptop	HP EliteBook 660 16-inch G11 Notebook PC Wolf Pro Security Edition U7-155U 16GB 512 GB 16IN WUXGA AG LED UW, E Waste Fee, Electronic HP Care Pack Premium+ Onsite Support with Telemetry and Accidental Damage Protection and California sales tax.	1	\$1,745.00	1		\$1,745.00	
2							\$0.00	
<b>Total Non-Capital Equipment/Supplies:</b>							<b>\$5,870.00</b>	

## Materials:

Item #	Budget Item	Description and Justification	Cost per Item	# of Items		Total	Additional Budget Information
1	Food Demonstration Materials		\$4.00	500		\$2,000.00	
2	Food Safety	ServSafe Certification: Food handlers certificate for staff to help with Rethink Your Drink, Taste Test, and Food Demonstrations	\$22.00	2		\$44.00	
3	Garden Materials	Cost for the purchase of garden materials to support implementation and/or revitalization of school food gardens including items such as, but not limited to: seeds, hand towels, soil, garden beds, bed supplies, gloves, and other CalFresh Healthy Living approved items.	\$500.00	9		\$4,500.00	
4	Other - Meeting Rooms	Meeting rooms at SBCSS locations and local partners facility	\$10.00	50		\$500.00	
5	Physical Activity Materials	Cost of purchase of CalFresh Healthy Living approved nutrition and physical activity education materials used across SBCSS ECE school sites. CalFresh Healthy Living approved curriculum in use include: CATCH, MyPlate, Color Me Healthy, Harvest of the Month, HEAL, Grow It, Try It, Like It, Dairy Counsel, Jr. Master Gardeners, Jr MG Early Childhood Education, Learn Grow, Eat & Go, Re-Think Your Drink, Power Play, Nutrition Nuggets, Growing Healthy Habits, Teens CAN, Nourish: Food + community, 4-H Garden Helper.	\$25.00	662		\$16,550.00	
6	Printing and Duplication Materials	Cost for printing approved CalFresh Healthy Living materials and resources for students, parents, teachers, administrators, and community partners as well as stickers, labels to cover old logos and funding statements on CalFresh materials on hand. This will be used for direct and indirect education.	\$5.00	747		\$3,735.00	
7	Stencil / Structured Physical Activity Materials	Cost for paint and supplies to use at sites implementing playground stencils, including purchase of stencils and stencil carriers to replace old and worn out items.	\$100.00	10		\$1,000.00	

# CalFresh Healthy Living Budget Template

8						\$0.00	
					Total Materials:	\$28,329.00	

## CalFresh Healthy Living Budget Template

## Building/Space:

Item #	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)		Total	Additional Budget Information
1							\$0.00	
Total Building/Space:							\$0.00	

## Maintenance:

Item #	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)		Total	Additional Budget Information
1	San Bernardino County Superintendent of Schools Roy C Hill Building Innovation and Engagement Branch - Healthy SBCSS 601 North E Street San Bernardino, CA 92515	Email, internet, network access, and technology fees	4	\$248.00	12		\$11,904.00	
2	San Bernardino County Superintendent of Schools Roy C Hill Building Innovation and Engagement Branch - Healthy SBCSS 601 North E Street San Bernardino, CA 92515	Cell phone stipend \$80.00 per month X FTE	3.5	\$80.00	12		\$3,360.00	
3							\$0.00	
Total Maintenance:							\$15,264.00	

## Equipment and Other Capital Expenditures (Items that are \$5,000 or more):

Item #	Budget Item	Description and Justification	FTE	Cost per Item	# of Item(s)	Misc.	Total	Additional Budget Information
1							\$0.00	
Total Equipment and Other Capital Expenditures:							\$0.00	

## Contracts/Sub-Grants/Agreements:

Item #	Organization Name	Description of Service(s)		Total Grant	Additional Budget Information
Contracts/Sub-Grants/Agreements that are \$25,000 or more					
A				\$0.00	
Contracts/Sub-Grants/Agreements that are less than \$25,000					
1					
Total Contracts/Sub-Grants/Agreements:				\$0.00	

Total Direct Costs:	\$791,742.28
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CalFresh Healthy Living Budget Template

Indirect Costs:

Item #	Indirect Cost Rate	Calculation Method	Total Admin/ Program Dollars		Total	Additional Budget Information
1	7.56%		\$791,742.28		\$59,855.72	
Total Indirect Costs:					\$59,855.72	

Total Budget:	\$851,598.00
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