

Exhibit A

03/29/2019

2019/2020 UCCE, San Bernardino County Work Plan

Overview: University of California, Cooperative Extension (UCCE) creates, develops and extends high-quality, science-based knowledge to residents throughout the state. UCCE in San Bernardino County provides research and educational programs to county residents in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources and youth development/4-H. UCCE San Bernardino has 6 programs available in the county: food and nutrition education, environmental horticulture, Master Gardeners, Master Food Preservers, 4-H, and natural resources.

The focus of UCCE's work in 19/20 will be to continue to provide a wide array of educational and applied research programs to San Bernardino county residents. To avoid overbooking sites and UCCE programs, dates and times of specific programs will be coordinated through site coordinators at each location throughout the program year. Program activities will be recorded via a reporting tool at the end of the year and includes attendance numbers for program activities. Workshops may be conducted at non-county facilities until a fully executed UCCE/San Bernardino County contract is effective.

UCCE will need three months after the date the contract is executed to adequately prepare for and staff workshops and events with the county, and the remaining number of events will be proportional to the remaining months left in the fiscal year. UCCE staff will partner with facility coordinators to plan events in collaboration with county departments. UCCE will deliver research and educational programs in collaboration with 7 San Bernardino County Departments. Overall, during 2018/19 UCCE San Bernardino County programs directly reached 30,000 county residents and thousands more indirectly.

Highlights of proposed 2019/2020 collaborations include:

Libraries

- UCCE Master Gardeners and Master Food Preservers will deliver educational workshops on growing vegetables and fruits and preserving produce to county residents at venues throughout the county for a total of 18 workshops. Details are listed in the Program Goals section.
- Library facilities may include: Hesperia Library, Crestline Library, Sam Racadio (Highland) Library, Lewis Library (Fontana), Yucaipa Library, and in the large conference room located at 777 E. Rialto Avenue, San Bernardino.
- Master Gardeners will present 9 free workshops to the general public in partnership with county libraries on sustainable, drought-tolerant landscaping.
- Libraries will provide free and regular meeting space for 4-H clubs to meet
4-H clubs are located in the following cities: Bloomington, Ft. Irwin, Hesperia, Yucca Valley, Apple Valley, Pinyon Hills, Hinkley, Chino, Crestline, and Phelan.

Preschool Services Department

- Expanded Food and Nutrition Education Program (EFNEP) educators will teach the 8 lesson nutrition classes at the following Head Start facilities:
 - Citrus, Chino, Westminster, Bloomington, Mill, Del Rosa, Victorville, Hesperia, Barstow, Colton, Apple Valley, Maple, and Upland

Arrowhead Regional Medical Center

- EFNEP educators will teach nutrition lessons to ARMC clinic patients that are eligible to participate in EFNEP using UCCE Connects to You curriculum. ARMC will refer patients to EFNEP and help provide facilities for two group meetings. The rest of the lessons will be taught through self-learning plus phone coaching/video chat with an EFNEP educator. The UCCE Connects to You will be conducted at the following location:

Arrowhead Family Health Center – McKee, San Bernardino

Public Health

- EFNEP Supervisor and/or Advisor will continue to attend County Nutrition Action Partnership (CNAP) meetings and to continue to partner with summer meals subcommittee.
- Master Gardeners will continue to partner with the County and ‘Healthy Communities’ member cities to promote involvement in outdoor activities and community-building ventures. Master Gardeners partner with cities and communities on events for the public and attend and participate in quarterly Health Communities meetings held by County staff. Participant Cities and Towns include:
 - Healthy Communities member cities include: Apple Valley, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Hesperia, High Desert Communities, Montclair, Ontario, Rancho Cucamonga, Rialto, Rim Communities, Upland, Victorville, Yucaipa, Highland, San Bernardino, Redlands, and Barstow.

Museums

- UCCE Master Gardeners will provide education to the general public at a minimum of two events at the Victor Valley Museum and three events at the Redlands museum. Specific events and dates will be calendared by the Museum Director and/or Education Curator in consultation with Master Gardener Coordinator.

Department of Agriculture Weights and Measures

- Master Gardeners will continue to staff the telephone and email helpline in the San Bernardino office 9 hours a week.
- The natural resource advisor will continue to provide assistance and expertise on managing the invasive yellow star thistle in western San Bernardino County.
- The horticulture advisor will invite department staff to accredited workshops for professional horticulturists held in the San Bernardino/Redlands area, Ontario, and Victorville that offer CEUs in various categories (pest control advisors, certified arborists, irrigation auditors, etc.) and provide guidance via phone and email to urban foresters, landscapers, and pest control advisors employed in San Bernardino County.

- Master Gardeners will continue to distribute UCCE information on the Asian citrus psyllid and HLB complex at outreach events (including workshops, information tables, and in the front lobby of the UCCE/AWM office located at 777 E. Rialto Ave.
- Master Gardeners and (as appropriate and when available, UCCE specialists and/or advisors) will present a total of ten presentations to the public (two in each district) on emerging pests that are potential threats to landscape and fruit trees in urban areas.

Regional Parks

- The horticulture advisor will invite department staff to accredited workshops for professional landscapers/parks managers held in the San Bernardino/Redlands area, Ontario, and Victorville that offer CEUs in various categories (pest control advisors, certified arborists, irrigation auditors, etc.
- The natural resource advisor will work with regional parks to educate and/or evaluate the maintenance and restoration of native species on parks' properties.
- Master Gardeners and Master Food Preservers will present two workshops on gardening and food preservation at Prado Regional Park on December 7, 2019 and on March 7, 2020.

Program Goals:

Expanded Food & Nutrition Education Program

The Expanded Food and Nutrition Education Program (EFNEP) is a federally-funded program through the United States Department of Agriculture National Institute of Food and Agriculture (USDA NIFA) that offers nutrition education to limited-resource families and children in all 50 states and U.S. territories. In California, EFNEP is administered by UCCE. EFNEP assists limited-resource participants to gain the knowledge, skills, attitudes, and changes in behavior necessary to choose nutritionally sound diets and improve well-being.

Adult EFNEP will continue offering the eight-lesson nutrition education series from “Eating Smart, Being Active” curriculum which targets low-income families with children. EFNEP staff will provide parents with sessions that focus on nutritious, low-cost meals and physical activity.

Topics include:

- Exercise and increasing physical activity
- Meal planning and low-cost food purchasing
- Increasing consumption of fruits and vegetables
- Whole grains
- Protein rich foods and food safety
- Calcium rich foods
- Fats and sugars
- Celebrating healthy families

Adult EFNEP will offer another alternative method of delivery using “UCCE Connects to You!” curriculum for those that are unable to participate in the eight-lesson series. All EFNEP classes and educational materials will be provided in English and Spanish.

Expected reach for 3.0 FTE of adult program staff = 600 adult participants.

Youth EFNEP will provide nutrition education to low-income youth from ages 5-18. EFNEP staff will teach a series of lessons from UCCE approved curricula in partnership with low-

income schools and youth serving agencies. EFNEP helps youth acquire knowledge, skills, the right attitude, and behaviors to create nutritionally sound diets. Students learn to:

- Develop healthy eating habits
- Choose healthy snacks
- Increase physical activity
- Practice safe food handling

Expected reach for 1.0 FTE of youth program staff = 1,500 youth.

Partnerships: To be successful in meeting our program goals and reach, EFNEP regularly partners with local schools and community agencies including several San Bernardino County departments. While EFNEP educators teach the 8-week classes, they depend on these partners to recruit income-eligible recipients and locate facilities for EFNEP classes. (Parents and youth groups must meet the EFNEP program eligibility guidelines income-wise set forth by the USDA NIFA National EFNEP Program.)

The table below provides the details of EFNEP partnerships in San Bernardino County.

| Agencies/Organizations | Activities |
|---|---|
| San Bernardino County Preschool Services Department | Adult EFNEP classes are offered to Head Start and Early Head Start parents at the following County sites: <ul style="list-style-type: none"> ○ Citrus, Chino, Westminster, Bloomington, Mill, Del Rosa, Victorville, Hesperia, Barstow, Colton, Apple Valley, Maple, and Upland EFNEP is a member of the Health Services Advisory Committee and regularly participates in meetings. |
| San Bernardino County Department of Public Health | EFNEP is a member of the San Bernardino County Nutrition Action Partnership (CNAP) and will participate in CNAP meetings (approximately every two months) to collaborate and coordinate with other providers to promote nutrition and physical activity among San Bernardino County residents. EFNEP is a member of the Summer Meals Subcommittee and is working to bring nutrition enrichment to summer feeding sites. |
| Arrowhead Regional Medical Center (ARMC) | Adult EFNEP classes are offered to ARMC clinic patients at the Arrowhead McKee Family Health Center. |
| Libraries | EFNEP plans to recruit participants for UCCE Connects to You Program at Hesperia Library, a location close to the summer meal site at Topaz Elementary. |

Performance measures:

EFNEP has a strong history of evaluation and reporting. Program success is measured through tracking enrollment and graduation and collecting a pre/post food behavior checklist survey and/or a 24-hour dietary recall with randomized sampling groups. EFNEP evaluation and reporting is done through the USDA Web-based Nutrition Education Evaluation and Reporting System (WebNEERS).

Natural Resources Program

The Natural Resources program will work with regional parks to educate and/or evaluate the maintenance and restoration of native species. This can include conducting two extension, outreach, research, web-based outputs or creative activities that improves land management with Regional Parks.

The Natural Resources program will collaborate with Department of Agriculture Weights and Measures on improving management of Yellow Star Thistle (*Centaurea solstitialis*) in western San Bernardino County on roadsides, rights-of way, flood control basins and other infested areas and with other agencies and land owners.

Master Gardener Program

The goal of the UCCE Master Gardener program in San Bernardino County is to provide intensive training to adult Master Gardener trainees over an 18-week period who, in turn, provide science-based information to county residents in three prioritized areas: sustainable landscaping ('right plant, right place', proper use of soil amendments and mulch; water conservation/irrigation management; integrated pest management stressing prevention; and, attracting pollinators and wildlife); growing food in home, community and school gardens; and, promoting healthy communities.

During FY 2019/20, the Master Gardener Program Director and Coordinator will:

- Train a minimum of 35 new UCCE Master Gardener trainees living in San Bernardino County in an 18-week (50 hour) evening class in Loma Linda that covers all aspects of sustainable landscaping; growing food at home and in community and school gardens; and promoting healthy communities through outdoor activities and developing an appreciation for nature.
 - Each trainee will complete 50 hours of volunteerism educating county residents about sustainable landscaping and gardening by June 20, 2021.
 - A minimum of five desert and five mountain residents will be selected for the hybrid Master Gardener training program which involves both online and face-to-face training for distance students.
- Provide a minimum of 12 continuing education hours for previously trained Master Gardeners throughout the county.
- Present a total of ten talks to the public (two talks in each district) on emerging pests that are potential threats to landscape and fruit trees in urban areas.

Master Gardeners will provide the following in county facilities:

- Conduct 18 half-day workshops on Growing Vegetables and Fruit and 9 half-day Sustainable Drought-Tolerant Landscaping workshops in county libraries. Program topics may include:
 - Planting and Caring for Fruit Trees and Vegetable Gardens
 - 'Right Plant, Right Place:' Landscape plant selection based on climate zone, microclimate and available space above and below ground and desirable traits (e.g., drought tolerance, pest resistance, attracting pollinators, etc.)
 - Use of compost and other organic soil amendments and mulches

- Maintenance (irrigation scheduling, fertilization, pest prevention and control, pruning, etc.)
- Host a free ‘Ask a Master Gardener’ booth the second Sunday of each month (holidays excluded) from 11am-1:00pm at the Loma Linda Branch Library.
- Conduct five educational activities in accordance with scheduled museum events at the Redlands (three events) and Victor Valley (two events) museum. Potential activities include Earth Day events and talks at ‘Life in the Cracks’, Lollapalooza, and Sheep Sheering demonstrations (in partnership with 4-H) at the ‘Sheep to Shawl’ event.
- Staff the helpline in the UCCE San Bernardino County office for nine hours per week per the following schedule:
 - Monday, Tuesday, Wednesday and Thursday mornings (schedule subject to change based on volunteer availability).
- Answer email helpline inquiries regularly and remotely, targeting a 48-business hour response time.
- Continue to partner with Dept. of Public Health ‘Healthy Communities’ member cities to promote involvement in outdoor activities. Master Gardener volunteers partner with cities and regularly attend and participate in scheduled meetings.
 - Healthy Communities member cities include: Apple Valley, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Hesperia, High Desert Communities, Montclair, Ontario, Rancho Cucamonga, Rialto, Rim Communities, Upland, Victorville, Yucaipa.
- Continue to reach a minimum of 25,000 additional county residents attending educational events at non-county venues through partnerships between Master Gardeners and a wide variety of agencies (such as water districts with demonstration gardens, schools, cities, and many non-profits). Master Gardeners participate in over 100 events at over 50 non-county venues throughout the county each year.

Master Food Preserver Program

The mission of the UCCE Master Food Preserver Program is to extend UC research-based information about home food safety and preservation to the public by trained volunteers.

Master Food Preservers will:

- Conduct a 12-week (50 hour) training class on aspects of food preservation and safety
- Provide 12 hours of continuing education for recertifying Master Food Preservers
- Provide 10 food preservation classes to the public
- Provide an ‘Ask the Master Food Preserver’ table at various county locations across the county, targeting 6 events, such as home and garden shows, farmers markets, Earth Day events, and local fairs and festivals
- Partner with UCCE EFNEP program to provide 2 classes to EFNEP program parent participants on food preservation and safety, classes could be offered in conjunction with ongoing EFNEP/Head Start partnership
- Provide public food preservation classes at community gardens, targeting 2 classes, potentially in Rialto and Ontario
- Provide food preservation and safety classes to students, targeting 2 classes, potentially in San Bernardino and Redlands

Master Gardener Program and Master Food Preserver Program

Master Gardener and Master Food Preserver volunteers will teach free half day classes on Saturdays for the public quarterly in each of the five supervisor districts (20 classes in a full fiscal year). Attendance numbers for each class will be provided.

Topics: Growing Fruits and Vegetables at Home

- Fruit Tree Planting and Care (Varietal Selection, Watering, Fertilizing, Mulching, Pruning, Pest Control)
- Harvesting at the Right Time
- Preserving seasonal produce
 - District 1: Victor Valley Museum
 - District 3: Sam Racadio (Highland) Library, Redlands Museum
 - District 4: Prado Regional Park, Chino
 - District 5: County large meeting room, 777 E. Rialto Ave., San Bernardino

Topics: Growing and Preserving Warm and Cool Season Produce

- Planting Calendar for Your Climate Zone (Know What to Plant When)
- Seeding and Transplanting
- Nurturing the Soil Before Planting (use of compost and other organic soil amendments)
- Caring for the Garden (Watering, Fertilizing, Mulching, Pest Control)
- Preserving peppers and squashes
 - District 1: Hesperia Library
 - District 2: Fontana Lewis Library, and Crestline Library
 - District 3: Yucaipa Library
 - District 4: Chino Basin Water Conservation District, Montclair
 - District 5: County large meeting room, 777 E. Rialto Avenue, San Bernardino

Horticulture Program

- Provide oversight and direction for the UCCE Master Gardener Program in San Bernardino County and has the overall responsibility for beginning and continuing training classes and supervising the Master Gardener Coordinator and volunteer activities.
- Provide training for public and private landscapers, arborists, city foresters, water district personnel, landscape architects, and other decision makers at annual workshops in the Redlands/San Bernardino area, Ontario, and Victorville covering professional tree care and pest management. Obtain CEUs through various accrediting agencies such as the Department of Pesticide Regulations, Irrigation Association, and the Western Chapter of International Society of Arboriculture, present a talk at each workshop, and help promote the workshops.
- Continue collecting data on the ‘climate ready trees for the inland empire’ research project in which 12 cultivars of low-maintenance shade trees hypothesized to be resilient to future climate change stressors such as heat, drought, salinity and pests and do not pose hazards to people or infrastructure are being evaluated at Chino Basin Water Conservation District and at UCR field station.

- Continue collecting data on the mulch/no mulch research project at Chino Basin Water Conservation District in which four of the 12 tree species from the 'climate ready trees for the inland empire' research project are being evaluated. Size, overall health and appearance, and damage from diseases and insects are being measured bimonthly. The total number and species of weeds are also being recorded in all plots.

4-H Youth Development

4-H is a positive youth development organization (5 to 19 years old) that empowers youth to reach their full potential. 4-H youth are more likely to give back to their community, engage in STEM activities, are more likely to make healthy lifestyle choices, and 4-H prepares youth for career and college. 4-H enables youth to emerge as leaders through hands-on learning, research-based 4-H youth programs and adult mentorship, in order to give back to their local communities. 4-H youth are more likely to become productive citizens and the 4-H program enables youth to have fulfilling lives and careers which benefits San Bernardino County. Departments can directly benefit from hosting 4-H clubs at their facilities. UCCE can partner with county departments in a way that extends beyond what county departments can offer the public and allows the county to reach youth in a way that departments cannot accomplish on their own.

Youth are able to build self-esteem, connect with their community, develop leadership skills, make friends, share interests and gain valuable knowledge that will help guide them through life and be the best they can be. 4-H and FFA are staples at the San Bernardino County Fair. Volunteers often provide hundreds of hours of public service to the county in projects.

Our plan for the FY 2019-2020 includes the following goals:

- 1) Provide positive youth development experiences year-round for 280 children ages 5 – 19 through the eleven 4-H community clubs.
- 2) Conduct at least eight 4-H Youth Development events in San Bernardino County: Achievement Night, Youth Leadership Day, Food Fiesta, Arts and Crafts Expo, Fashion Review, Treasurer Training, Record Keeping training, Presentation Day and Field Day.
- 3) Provide continuous education opportunities for the 95 adult volunteers who work in partnership with 4-H members on youth engagement practices and empower them to lead service-learning projects in their communities via workshops, lectures, mentoring etc.
- 4) Provide extending learning opportunities in the county via college and career readiness workshops utilizing the *Destination UC Curriculum*.
- 5) In collaboration with Water wise Community Center provide cultural competence training to docents and educators across the County.
- 6) Provide training opportunities for School Age Center staff at the Ft. Irwin National Army Training center.
- 7) Partner with county departments such that they can provide local 4-H clubs regular and free meeting space for 4-H club activities across the county, when available and appropriate. 4-H staff will determine appropriate collaborations; 4-H club leaders will select location, dates and times of meetings. 4-H clubs are independently operated by youth and volunteers, and administered by UCCE. Each club will be asked by UCCE to determine if a county facility

exists near their location and they can contact that facility to schedule an appropriate time to meet. This will empower youth to develop life skills by organizing their own club.

4-H clubs are located in the following cities: Bloomington, Ft. Irwin, Hesperia, Yucca Valley, Apple Valley, Pinyon Hills, Hinkley, Chino, Crestline, and Phelan.

County Co-Directorship/Overall administration of UCCE San Bernardino County programs

- Oversee an office comprised of 12 academic and staff positions: duties include overall office management, employee supervision, approval of travel and payroll expenses, regular attendance at meetings etc. related to the EFNEP, Master Gardener, Youth/4-H, MFP, horticulture and natural resource programs offered through UCCE San Bernardino County.