



Contract Number

SAP Number

County Administrative Office

Department Contract Representative	Jennifer Mulhall-Daudel
Telephone Number	(909) 387-5420
Contractor	The Regents of the University of California
Contractor Representative	Wendy Powers
Telephone Number	(510) 987-9033
Contract Term	July 1, 2021 – June 30, 2022
Original Contract Amount	\$77,500
Amendment Amount	N/A
Total Contract Amount	\$77,500
Cost Center	1100001000

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, San Bernardino County (County) desires to provide research and educational programs to the residents of the County; and

WHEREAS, The Regents of the University of California on behalf of its UC Agriculture and Natural Resources and its UC Cooperative Extension (UCCE) for San Bernardino County (Contractor) provides research and educational programs to the community; and

WHEREAS, the County and Contractor desire to enter into an agreement for the Contractor to provide research and educational programs to the community, as set forth below;

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

A. DEFINITIONS

A.1 RESERVED

B. CONTRACTOR RESPONSIBILITIES

B.1 Programs Provided

Contractor agrees to provide research and educational programs in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources and youth development/4-H. During the term of this Contract, Contractor will deliver the programs as

outlined in Exhibit A – 2021/22 UCCE San Bernardino County Work Plan, in partnership with the County through the County Administrative Office to ensure collaboration with individual County departments. If COVID restrictions persist during the contract period, Contractor programs will be conducted by remotely accessible platforms whenever possible.

B.2 Use Permit

For Program Year 2021/22, a Use Permit (Exhibit B) between the County and Contractor must be executed concurrently with the Contract in which Contractor agrees to provide research and educational programs in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources and youth development/4-H. The Use Permit will delineate the amount of space allocated to Contractor, the security and programmatic requirements to use the County-owned and/or County-controlled space, and the in-kind market value of space provided by the County. For avoidance of doubt, a termination of the Use Permit in part or in whole pursuant to its terms shall not terminate nor modify this Contract, provided that County shall have no obligation to provide any alternate space to Contractor for the programs in the event of such partial or entire termination of the Use Permit.

B.3 Future Work Plans

By February 28, 2022, Contractor local Directors and the County Administrative Office and participating Department Heads will meet to discuss and develop future work plan activities, including events in County facilities or alternate locations when appropriate, for consideration in the event that the parties mutually agree to extend this Contract or enter into a new Contract. Contractor shall provide a proposed 2022/23 Work Plan to the County Administrative Office no later than March 31, 2022, for the parties' consideration. If the parties agree to mutually extend this Contract or enter into a new Contract, the parties shall enter into a written agreement setting forth the terms of such extension.

B.4 Program Performance Report

Contractor shall submit a preliminary "Program Performance Report", to the County Administrative Office no later than sixty (60) days (April 30, 2022) prior to the end of the contract period. The report should include an overview of the accomplishments of the Contractor during the reporting period, and a narrative of the Contractor's effectiveness in achieving the goals outlined in Exhibit A. The final Program Performance Report shall be submitted to the County Administrative Office within thirty (30) days after end of the Contract term (July 31, 2022) and shall include the completed University of California, Cooperative Extension for San Bernardino County, 2021/22 Program Outcomes Reporting Tool (Exhibit C).

B.5 Quarterly Performance and Communication Reports

Contractor shall submit three (3) quarterly reports that include basic information regarding activities and communications for the prior quarter, to the County Administrative Office over the contract term, with the annual Program Performance Report referenced above submitted as the last report of the contract term. The UCCE Quarterly Reporting/Communication Tool (Exhibit D) shall be provided for the periods of July 1, 2021 through September 30, 2021; October 1, 2021 through December 31, 2021; and January 1, 2022 through March 31, 2022. The quarterly reports shall be provided by the last day of the month following the end of the reporting period. Submittal of the quarterly reports will be followed up with a meeting or conference call, initiated by the County, between the Contractor and County for discussion of activities and any issues that may arise for either Party.

B.6 Expanded Food and Nutrition Education Program Partnerships

Contractor shall provide Expanded Food and Nutrition Education Program (EFNEP) outreach materials to Arrowhead Regional Medical Center (ARMC) and Preschool Services Department, promoting UCCE's one on one coaching or group sessions that the County will make available to targeted parents of at-risk pediatric patients and/or other potential program participants. The County will provide materials to potential participants, who will then be responsible for contacting EFNEP staff to schedule sessions.

C. GENERAL CONTRACT REQUIREMENTS

C.1 Recitals

The recitals set forth above are true and correct and incorporated herein by this reference.

C.2 Contract Amendments

No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

C.3 Choice of Law

This Contract shall be governed by and construed according to the laws of the State of California.

C.4 Release of Information

Any information or other material submitted by either party in connection with this Contract are for the exclusive use of the receiving party, but are subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. In the event a request for disclosure of any part or all of any information or other material is made to either party, the party in receipt of the request for disclosure will make good faith efforts to notify the other party of the request.

C.5 Non-Discrimination

The parties agree, in accordance with Contractor and County's policies, as well as applicable State and Federal laws, not to discriminate in any of their policies, procedures, or practices on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). In accordance with applicable law, each party shall be an equal opportunity employer.

C.6 Records

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records shall be considered grounds for withholding of payments for invoices submitted and/or termination of the Contract.

All records relating to the Contractor's personnel, consultants, subcontractors, Services/Scope of Work and expenses pertaining to this Contract shall be kept in a generally acceptable accounting format. Records should include 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 comply with the appropriate Office of Management and Budget (OMB) Circulars, which state the administrative requirements, cost principles and other standards for accountancy.

C.7 Termination for Convenience

This Contract may be terminated by either Party at any time for any reason upon the giving of not less than sixty (60) days prior written notice to the other Party. County shall reimburse Contractor for costs incurred by it for the services, including without limitation all uncancellable obligations.

Contractor shall prepare and submit to the County, within ninety (90) days after the termination date, a report of all expenditures incurred and of all funds received hereunder and shall reimburse County for funds which may have been advanced in excess of total costs incurred.

D. TERM OF CONTRACT

This Contract is effective as of July 1, 2021, and expires on June 30, 2022, but may be terminated earlier in accordance with provisions of this Contract.

E. COUNTY RESPONSIBILITIES

E.1 County agrees to pay Contractor in the amount specified in Section F. Fiscal Provisions for the research and education programs outlined in Exhibit A – 2021/22 UCCE San Bernardino County Work Plan, for the period of July 1, 2021 through June 30, 2022.

E.2 For Program Year 2021/22, a Use Permit (Exhibit B) between the County and Contractor shall be executed concurrently with this Contract, as indicated in Section B.2 of this Contract.

E.3 Following receipt of quarterly reports from Contractor, County shall initiate and participate in a quarterly meeting or conference call between the Contractor and County for discussion of activities and any issues that may arise for either Party.

F. FISCAL PROVISIONS

F.1 The total payment due under this Contract is \$77,500, 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.

F.2 Payment shall be made payable within sixty (60) days of execution of this Contract. Payment shall be made payable to The Regents of the University of California, reference the agreement number, and be mailed to the following address:

Cashier's Office University of
California
P.O. Box 989062
West Sacramento, CA 95798-9062

F.3 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.

F.4 County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Contractor or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.

F.5 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.

G. INDEMNIFICATION

G.1 Indemnification

University shall defend, indemnify and hold County, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Contract, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages

are caused by or results from the negligent or intentional acts or omissions of University, its officers or employees.

County shall defend, indemnify and hold University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Contract, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or results from the negligent or intentional acts or omissions of County, its officers, agents or employees.

H. RIGHT TO MONITOR AND AUDIT

H.1 The County, State and Federal government shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other items pertinent to Contractor's delivery of the services described in this Contract as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation, in any auditing or monitoring conducted. Contractor shall cooperate with the County in the implementation, monitoring, and evaluation of this Contract and comply with any and all reporting requirements established by the County.

H.2 All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under this Contract or until all pending County, State and Federal audits are completed, whichever is later.

I. CORRECTION OF PERFORMANCE DEFICIENCIES

I.1 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.

I.2 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:

- a. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at the sole discretion of County; and/or
- b. 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
- c. Withhold funds pending duration of the breach; and/or
- d. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "b" of this paragraph; and/or
- e. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In the 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.

J. NOTICES

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person under the provisions of this Contract shall be in writing and either served personally or delivered by United States mail, postage prepaid, certified, or registered, return receipt requested. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party, shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notices shall be deemed delivered and effective upon the earlier of (i) actual receipt or (ii) the date of delivery or refusal of the addressee to accept delivery if such notice is sent by United States mail, postage prepaid, certified or registered, return receipt requested.

San Bernardino County
County Administrative Office
385 N. Arrowhead Avenue, 5th Floor
San Bernardino, CA 92415-0120

UC Cooperative Extension – San Bernardino
7863 Central Avenue, Highland, CA 92346
ATTN: Janet Hartin or Chris McDonald

K. ENTIRE CONTRACT

This Contract, including all Exhibits (Exhibit A – 2021/22 UCCE San Bernardino County Work Plan; Exhibit B – Use Permit; Exhibit C – 2021/22 Program Outcomes Reporting Tool; and Exhibit D – UCCE Quarterly Reporting/Communication Tool) and other attachments, which are attached hereto and incorporated by reference, and other documents incorporated herein, represents the final, complete and exclusive contract between the parties hereto. Any prior agreement, promises, negotiations or representations relating to the subject matter of this Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Contract and signs the same of its own free will.

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. For purposes of this 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 execute and deliver to the other party an original signed Contract upon request. Unless expressly otherwise set forth in an amendment, any subsequent amendments to the Contract shall be executed by original signatures only.

IN WITNESS WHEREOF, San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

Curt Hagman, Chairman, 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
of San Bernardino County

By _____
Deputy

The Regents of the University of California

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

By ►

(Authorized signature - sign in blue ink)

Name Wendy Powers

(Print or type name of person signing contract)

Title Associate Vice President, UC ANR

(Print or Type)

Dated: _____

Address _____

FOR COUNTY USE ONLY

Approved as to Legal Form

►

Agnes Cheng, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►

Date _____

Reviewed/Approved by Department

►

Date _____

EXHIBIT A – 2021/22 UCCE San Bernardino County Work Plan



Exhibit A 2021/2022 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 2021/22 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 2019/20 UCCE San Bernardino County programs directly reached 30,000 county residents and thousands more indirectly.

Please note that, while we realize the importance of face-to-face education, if COVID-19 restrictions persist, face-to-face activities will be converted to Zoom or other remotely-accessible platforms whenever possible.

Highlights of proposed 2021/2022 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, Lewis Library (Fontana), Yucaipa Library, Highland and the Chino Hills Library.
- 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, Pinon Hills, Hinkley, Chino, Rancho Cucamonga, 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, Westminster, Bloomington, Mill, Del Rosa, Hesperia, Colton, Apple Valley, Upland, Victorville

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. The lessons will be taught through self-learning plus phone coaching/video chat and/or online Zoom meeting with an EFNEP educator.

Public Health

- EFNEP Supervisor and/or Advisor will continue to attend County Nutrition Action Partnership (CNAP) meetings
- 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 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 throughout San Bernardino County either in-person or remotely. All offer CEUs in various categories (pest control advisors, certified arborists, irrigation auditors, etc.). The horticulture advisor will also provide guidance on all aspects of arboriculture and sustainable landscape management (via phone and email) to urban foresters, landscapers, and pest control advisors working part or full time 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 and information tables)
- 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 offered remotely or in-person for professional landscapers/arborists/parks managers working at least part-time in San Bernardino County that offer CEUs in various categories (pest control advisors, certified arborists, irrigation auditors, etc.
- 4-H staff will meet with Park Director to discuss opportunities to expand or strengthen youth programs at pertinent locations (e.g. Project Learning Tree training and College Internship)

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, Westminster, Bloomington, Mill, Del Rosa, Hesperia, Colton, Apple Valley, Upland and Victorville. 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, either in person or via virtual meetings.
Arrowhead Regional Medical Center (ARMC)	An alternative mode of delivery instead of Adult EFNEP classes offered to ARMC clinic patients

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 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 2021/22, 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 Montclair (or provide an online course if COVID prohibits in-person training) 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 30, 2023.
 - 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, Science Spooktacular, the Gardening/Harvesting event, Arthropalooza, Old West Days, Shearing demonstrations or a fashion wool show (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, under COVID restrictions the helplines will be staffed remotely).
- 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. If COVID-19 restrictions are removed during the program period, the Master Food Preservers will:

- 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.
- 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

If COVID-19 restrictions are in place during the program period, the MFP program will:

- Provide monthly online educational opportunities to the public, via zoom, digital video or other online platform.
- Provide 6 ‘Ask the Master Food Preserver’ sessions on zoom or other online platform.
- Provide 2 food preservation or food safety posts on social media per month.

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: Hesperia Branch Library
 - District 3: Yucaipa Library
 - District 4: Chino Hills Library
 - District 5: Fontana Lewis Library

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

- Supervise the Master Gardener Program Coordinator and provide program direction and oversight for the Master Gardener program (>200 active volunteers).
- Provide training on urban tree selection and care to public and private landscapers, arborists, city foresters, water district personnel, landscape architects, and other decision makers at workshops offered remotely and in-person.

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 2020-2021 includes the following goals:

- 1) Provide positive youth development experiences year-round for 280 children ages 5 – 19 through the eleven 4-H military and 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 training opportunities for School Age Center staff at the Ft. Irwin National Army Training center.
- 5) 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.

Information regarding the areas served by 4-H clubs can be found at <http://cesanbernardino.ucanr.edu/4-H Program/Club Information/>.

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 onboarding, supervision and mentoring, approval of travel and payroll expenses, regular staff meetings, regular attendance at meetings and events related to the EFNEP, Master Gardener, Youth/4-H, MFP, horticulture and natural resource programs offered through UCCE San Bernardino County.

EXHIBIT B – USE PERMIT

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number****SAP Number****Real Estate Services Department**

Department Contract Representative	<u>Terry W. Thompson, Director</u>
Telephone Number	<u>(909) 387-5252</u>
Contractor	<u>Regents of the University of California</u>
Contractor Representative	<u>Wendy Powers</u>
Telephone Number	<u>(510) 987-9033</u>
Contract Term	<u>July 1, 2021 through June 30, 2022</u>
Original Contract Amount	<u>N/A</u>
Amendment Amount	<u>N/A</u>
Total Contract Amount	<u>N/A</u>
Cost Center	<u>1100001000</u>
GRC/PROJ/JOB No.	<u>60002359</u>
Internal Order No.	<u></u>

Briefly describe the general nature of the contract:

This Use Permit is for a period of twelve months, commencing and retroactive to July 1, 2021 and ending June 30, 2022. The Use Area consists of a total of 2,226 square feet of space, comprising: (a) 1,556 square feet of office and shared space located at the County Library facility at 7863 Central Avenue in Highland and (b) 670 square feet of storage space located at the Agriculture/Weights and Measures facility at 777 E. Rialto Avenue in San Bernardino to operate a cooperative extension program for agricultural education for the residents of San Bernardino County. This is a \$0.00 Use Permit (with a total in-kind use-value of \$64,428).

FOR COUNTY USE ONLY

Approved as to Legal Form

► SEE SIGNATURE PAGE

Agnes Cheng, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►

Date _____

Reviewed/Approved by Department

►

Lyle Ballard, Real Property Manager, RESD

Date _____

USE PERMIT

WHEREAS, San Bernardino County (herein called "COUNTY") and The Regents of the University of California (hereinafter called "University") on behalf of its UC Agriculture and Natural Resources and its UC Cooperative Extension for San Bernardino County, (hereinafter called "UCCE"), have a mutual interest in strengthening the research and educational programs provided by the University through UCCE to the residents of San Bernardino County in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources and youth/4-H; and,

WHEREAS, UCCE agrees to provide research and educational programs in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources and youth development/4-H in accordance with an Agreement entered into between the University and the County on same date as this Use Permit ("Program Agreement"); and,

WHEREAS, the COUNTY can provide a total of 2,226 square feet of space comprising (a) 1,556 square feet of County-leased office and shared space located at 7863 Central Avenue, Highland, California and (b) 670 square feet of storage space located at the County-owned Agriculture/Weights and Measures facility located at 777 E. Rialto Avenue, San Bernardino, California; and,

WHEREAS, the COUNTY is willing to provide office and shared space within certain portions of 7863 Central Avenue, Highland, California, and storage space within certain portions of 777 E. Rialto Avenue, San Bernardino, California on the term and conditions herein set forth.

NOW, THEREFORE, COUNTY and University mutually agree to the following terms and conditions:

1. **USE AREA:** COUNTY, hereby permits the Regents of the University of California on behalf of its UC Agriculture and Natural Resources and its UC Cooperative Extension for San Bernardino County, whose address is UC Agriculture and Natural Resources, 2801 Second Street, Davis, California 95618-7774, hereinafter referred to, jointly and severally, as PERMITTEE, to use a total of 2,226 square feet of space, comprising: (a) 1,556 square feet of the County-leased and/or controlled portion of office and shared space, located at 7863 Central Avenue, Highland, California and (b) 670 square feet of County owned and/or controlled portion of storage space located at 777 E. Rialto Avenue, San Bernardino, California (collectively, the "Use Area"), as shown on Attachment "A" attached hereto. This permit is effective and retroactive from and including July 1, 2021 to and including June 30, 2022 ("Use Period").

2. **USE:** PERMITTEE shall use the Use Area during the Use Period for only the following purpose: food and nutrition education, gardening and horticulture, food preservation, natural resources, youth development/4-H, and related activities. PERMITTEE must not use the Use Area for any other purposes.

3. **FEES:** There are no monetary fees due for this Use Permit. The parties acknowledge and agree that the total in-kind use-value of this Use Permit is \$64,428, as calculated in Attachment "A".

4. **TERM:** The Initial Term of this Use Permit shall be for a period of one (1) year commencing on July 1, 2021 ("Commencement Date") and end on June 30, 2022 ("Ending Date").

5. **EXTENDED TERM:** After the Ending Date, COUNTY and PERMITTEE may renew this Use Permit on terms and conditions mutually agreed by the parties if the COUNTY and the University enter into a concurrent Program Agreement.

6. **INDEMNIFICATION AND INSURANCE:**

A. **Indemnification:**

(1) COUNTY shall defend, indemnify and hold PERMITTEE, its officers, employees

and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or results from the negligent or intentional acts or omissions of COUNTY, its officers, agents or employees.

(2) PERMITTEE shall defend, indemnify and hold COUNTY, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or results from the negligent or intentional acts or omissions of PERMITTEE, its officers, agents or employees.

B. Insurance: COUNTY and PERMITTEE are authorized self-insured public entities for purposes of Professional Liability. General Liability, Automobile Liability, Workers' Compensation and Property coverage and warrants that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out the performance of the terms, conditions or obligations of this Use Permit. Both parties shall immediately furnish certificates of insurance to the other party evidencing a certificate of participation in an approved self-insurance program prior to the effective date of this Use Permit, unless more frequently requested by either party.

7. DAMAGE PROVISIONS: PERMITTEE must within thirty (30) days of damage repair any portion of the Use Area and/or Use Area improvements damaged by PERMITTEE, its employees, volunteers, agents, members, invitees, or guests.

8. CONDUCT OF EMPLOYEES: PERMITTEE is responsible for the conduct of its employees, volunteers, and agents on the Use Area and the entire property of which the Use Area is part, provided the presence of such persons on the Use Area or the entire property of which the Use Area is part is related to PERMITTEE's use of the Use Area under this permit.

9. TERMINATION:

A. Default: In the event that either party violates any of the terms and conditions of this Use Permit, the aggrieved party shall give written notice of specific violation and demand for correction.

B. Termination for Default: Except as provided in Paragraphs 9.c., 9.e., and 9.f, if, within ten (10) days after written notice and demand, the violating party has not commenced correction of the violation or shown acceptable cause therefore or if the violating party timely commences such correction but fails to complete its correction within sixty (60) days after the original written notice and demand, the aggrieved party has the right to immediately terminate this Use Permit and pursue any and all remedies provided by law.

C. Suspension: PERMITTEE agrees that COUNTY may immediately suspend and/or terminate this Use Permit, and further, PERMITTEE agrees to immediately cease operations if PERMITTEE fails to meet the insurance requirement, as stated herein.

D. Liability for Breach: Termination for default will not excuse either party from any liability for breach of contract; such breach will be deemed total.

E. Early Termination: In the event of a termination of COUNTY's Lease (as defined in Paragraph 20 hereinbelow), COUNTY shall provide not less than ninety (90) days' prior written notice to PERMITTEE of such termination unless the Lease is terminated prior to said 90 days, in which case, as much prior written notice as is reasonably possible, and this Use Permit shall not be terminated, but shall be modified to remove the associated 1,556 square feet of the County-leased space from the Use Area, and to revise the in-kind use value of the remaining 670 square feet of Use Area in accordance with such values set forth for such space in Attachment "A". In the event of such Lease termination and modification of the Use Area, the parties shall execute a written amendment to this Use Permit within thirty (30) days of COUNTY's provision of written notice of the Lease termination to PERMITTEE, memorializing the modification of the Use Area and the corresponding in-kind use value of the remainder of the Use Area. For avoidance of doubt, COUNTY shall have

no obligation to provide any alternate space to PERMITTEE in lieu of the terminated space in the event of such partial termination of the Use Area.

F. Notwithstanding anything to the contrary in this Use Permit, in the event the Program Agreement is terminated in accordance with its terms, this Use Permit shall simultaneously terminate in its entirety on the effective termination date of the Program Agreement

G. The PERMITTEE's County Director of its San Bernardino office is authorized to give notice of and exercise PERMITTEE's rights with respect to any termination of this Use Permit on behalf of PERMITTEE. The COUNTY's Director of the Real Estate Services Department is authorized to give notice of and exercise COUNTY's rights with respect to any termination of this Use Permit on behalf of the COUNTY.

10. **DESIGNATION:** The Real Estate Services Department is designated to administer and enforce this Use Permit. Further, the Director of Real Estate Services is authorized to exercise all provisions of this Use Permit on behalf of COUNTY, including but not limited to any termination pursuant to Paragraph 9.

11. **PERMITS AND LICENSES:** PERMITTEE must obtain and maintain current status any and all other permits and/or licenses required by any other County department, local, state, and/or federal authority, which is required to engage in the use permitted herein.

12. **NO INTEREST OR ESTATE:** PERMITTEE agrees that it does not have and will not claim at any time any interest or estate of any kind or extend whatsoever in the Use Area and the entire property of which the Use Area is part, by virtue of this Use Permit or its use hereunder.

13. **ASSIGNMENT AND TRANSFER:** PERMITTEE is not allowed to assign or transfer this Use Permit to any other person, group or organization.

14. **RELEASE OF INFORMATION:** Any information or other materials submitted by either party in connection with this Use Permit are for the exclusive use of the receiving party, but are subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. In the event a request for disclosure of any part or all of any information or other material is made to either party, the party in receipt of the request for disclosure will make good faith efforts to notify the other party of the request and will thereafter disclose the requested information unless the other party requests nondisclosure and agrees to indemnify, defend with counsel approved by party in receipt of the request for disclosure, and hold said party harmless in any/all actions brought to require disclosure. Both parties waive any and all claims for damages, lost profits, or other injuries of any and all kinds in the event the party in receipt of the request for disclosure fails to notify the other party of any such disclosure request and/or releases any information received from the other party.

15. **UTILITIES:** COUNTY will provide and bear the cost of all utilities reasonably necessary for the operation of the activities of the PERMITTEE within the Use Area including but not limited to electricity, water, natural gas, and phones connected to the COUNTY phone system, but COUNTY may require reimbursement of long distance charges. "Reasonable necessary" may be determined by use levels prior to the effective date of the Use Permit.

16. **MAINTENANCE:** COUNTY agrees to provide all interior and exterior building maintenance and janitorial services necessary for the operation of the Use Area.

17. **SECURITY:** PERMITTEE understands and agrees that the COUNTY is not required to provide, nor shall COUNTY provide any security for the personal property and/or the person of PERMITTEE or anyone using the Use Area. PERMITTEE shall provide at its sole cost sufficient security personnel to secure the Use Area during the Event.

18. **NOTICES:** The PERMITTEE shall designate an on-site coordinator for contact purposes. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person under the provisions of this Use Permit shall be in writing and either served

personally or delivered by United States mail, postage prepaid, certified, or registered, return receipt requested. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party, shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notices shall be deemed delivered and effective upon the earlier of (i) actual receipt or (ii) the date of delivery or refusal of the addressee to accept delivery if such notice is sent by United States mail, postage prepaid, certified or registered, return receipt requested.

Permittee: The Regents of the University of California
Agriculture and Natural Resources
2801 Second Street
Davis, CA 95618-7774

County: San Bernardino County
Real Estate Services Department
385 North Arrowhead Avenue, Third Floor
San Bernardino, CA 92415-0180

19. **SURRENDER:** PERMITTEE agrees that it will, upon any termination of this Use Permit, return the Use Area in as good condition and repair as the Use Area now is or shall hereafter be put, reasonable wear and tear excluded, and in a clean and tidy condition (including the removal of all trash and debris).

20. **SUBORDINATION:** This Use Permit is subordinate and subject in all respects to that certain Lease Agreement, dated as of May 28, 2008 (the "Lease"), by and between the City of Highland and the County of San Bernardino for 7863 Central Avenue, Highland, California.

21. **LAW:** This Use Permit shall be construed and interpreted in accordance with the laws of the State of California.

22. **VENUE:** The parties acknowledge and agree that this Use Permit was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue for any action or claim brought by any party to this Use Permit will be the Superior Court of California, San Bernardino County. Each party hereby waives any law, statute (including but not limited to Code of Civil Procedure section 394), or rule of court that would allow them to request or demand a change of venue. If any third party brings an action or claim concerning this Use Permit, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County.

23. **ATTORNEYS' FEES AND COSTS:** If any legal action is instituted to enforce or declare any party's rights hereunder, each party, including the prevailing party, must bear its own costs and attorneys' fees. This paragraph shall not apply to those costs and attorneys' fees directly arising from any third party legal action against either party, including such costs and attorneys' fees payable under **Paragraph 6, INDEMNIFICATION and INSURANCE.**

24. **SEVERABILITY:** If any word, phrase, clause, sentence, paragraph, section, 6article, part or portion of this Use Permit is or shall be invalid for any reason, the same shall be deemed severable from the remainder hereof and shall in no way affect or impair the validity of this Use Permit or any other portion thereof.

25. **SURVIVAL:** The obligations of the parties that, by their nature, continue beyond the Use Period, will survive the termination of this Use Permit.

26. **AUTHORIZED SIGNATORS:** Both parties to this Use Permit represent that the signators executing this document are fully authorized to enter into this Use Permit.

27. **EXECUTION:** This Use Permit 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 agreement. For purposes of this Use Permit, the parties shall be entitled to sign and transmit an electronic signature

of this Use Permit (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 execute and deliver to the other party an original signed Use Permit upon request. Unless expressly otherwise set forth in an amendment, any subsequent amendments to the Use Permit shall be executed by original signatures only.

28. **ENTIRE AGREEMENT:** This permit constitutes the entire agreement between the parties. No modifications or waiver will be binding unless made in writing and signed by both parties. This Use Permit supersedes and terminates any prior use agreements between the parties for office and other space for the Permittee for the above-referenced programs.

SAN BERNARDINO COUNTY

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

By: _____
Curt Hagman, Chairman
Board of Supervisors

By: _____
Wendy Powers

Title: Associate Vice President

Date: _____

Date: _____

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

Date: _____

Approved as to Legal Form:

MICHELLE D. BLAKEMORE, County Counsel
San Bernardino County, California

By: _____
Agnes Cheng, Deputy County Counsel

Date: _____

ATTACHMENT "A"

Breakdown of Usable Space and Estimated Annual Value:

LOCATION	ROOM	SQ FT	USAGE*	MONTHLY VALUE	ANNUAL VALUE
7863 Central Avenue, Highland	Indoor Lab	502	Exclusive	\$ 1,396	\$16,752
7863 Central Avenue, Highland	Office	121	Exclusive	\$ 337	\$ 4,044
7863 Central Avenue, Highland	Office	230	Exclusive	\$ 640	\$ 7,680
7863 Central Avenue, Highland	Community Room	703	Non-Exclusive	\$ 1,955	\$23,460
777 East Rialto Avenue, San Bernardino	Storage	32	Exclusive	\$ 86	\$ 1,032
777 East Rialto Avenue, San Bernardino	Outdoor Storage Units	350	Exclusive	\$ 937	\$11,244
777 East Rialto Avenue, San Bernardino	Outdoor Storage Space for 2 Storage Units	288	Exclusive	\$ 18	\$ 216
TOTAL		2,226		\$5,369	\$64,428

**Non-Exclusive space rates are estimated using 50% of the Exclusive rate.*



Highland Branch Library
7863 Central Avenue
Highland, CA 92346

Exclusive Use
Non-Exclusive Use





General Services Building
777 East Rialto Avenue
San Bernardino, CA 92415

Exclusive Use
Non-Exclusive Use

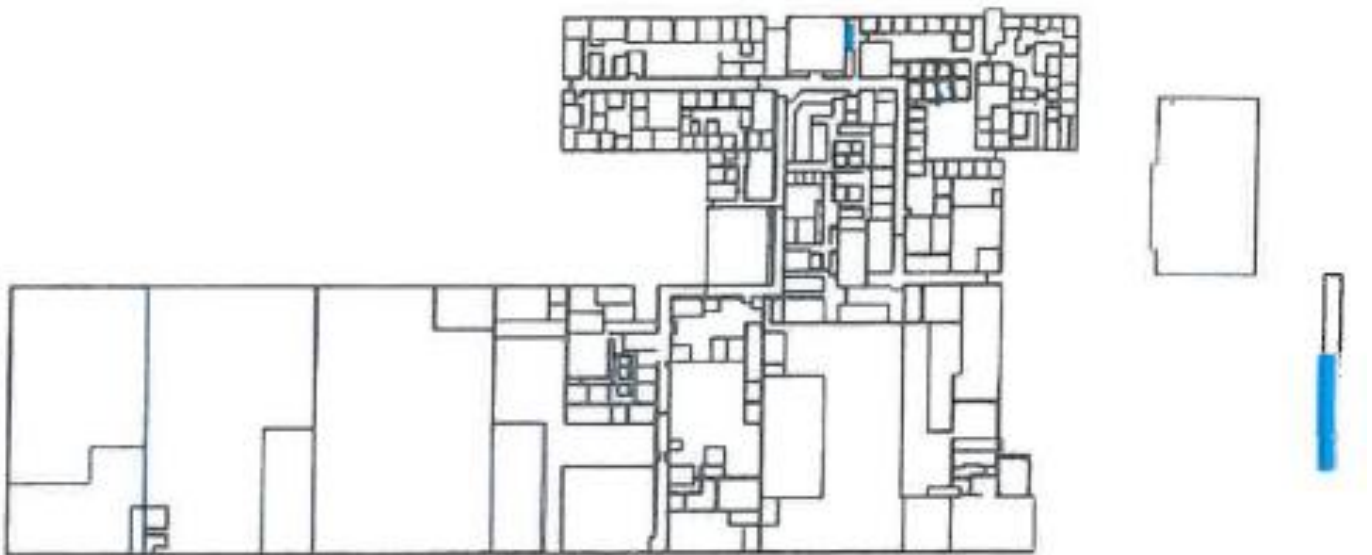


Exhibit C – 2021/22 Program Outcomes Reporting Tool

Expanded Food & Nutrition Education Program	
Eight-lesson Education Series – “Eating Smart, Being Active”	
1. Provide nutrition educational material (indicate with a ✓ and attach)	
2. Provide list with location/dates of service (indicate with a ✓ and attach)	
3. Total number of adult participants	
“UCCE Connects to You!”	
1. Provide nutrition educational material (indicate with a ✓ and attach)	
2. Provide dates, type of alternate method of delivery, and number served (indicate with a ✓ and attach)	
3. Total number of adult participants	
Youth Expanded Food & Nutrition Education Program	
1. Provide nutrition education material (indicate with a ✓ and attach)	
2. Provide list of location and dates of service delivery (indicate with a ✓ and attach)	
3. Provide list of series of lessons (indicate with a ✓ and attach)	
4. Total number of low-income youths served	
EFNEP will continue to attend County Nutrition Action Partnership (CNAP) meetings	
Meeting Dates:	
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.	
Dates and number of participants:	

Partnerships: EFNEP regularly partners with local schools and community agencies including several County departments:

Partnerships – School Partners/Activity	Partnerships – Community Agency Partners/Activity
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.

19.	19.
20.	20.
21.	21.
22.	22.

Natural Resources Program

The Natural Resources Program will collaborate with the County 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.

Activity	Date(s)

Master Gardener Program

The Master Gardener Program Director and Coordinator will train a minimum of 35 new Master Gardener volunteers throughout the County in an 18-week (50 hour) class 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 an appreciation for nature:

Total number of new UCCE Master Gardeners trained	
Total number of volunteer hours completed	
Hybrid Master Gardener Training Program:	
Number of desert residents trained	
Number of mountain residents trained	
Master Gardener Continuing Education, attach example of program material or agenda	
Total number of Master Gardeners that received continuing education hours	
Continuing Education opportunities (12 hours minimum)	
1.	
2.	
3.	
4.	

Conduct 18 half-day workshops, 9 on Growing Vegetables and Fruit and 9 Sustainable Drought-Tolerant Landscaping in a full fiscal year. Attach example of program material or agenda.

Topic	Date	Location	Topic	Date	Location

Master Gardeners 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. Attach example of program material or agenda.

Date:	Location:	Attendees:	Date:	Location:	Attendees:

Master Gardeners will continue to distribute UCCE information on the Asian citrus psyllid and HLB complex at outreach events (including workshops, and information tables.

Date:	Location:	Date:	Location:

Master Gardeners will staff the helpline in the UCCE San Bernardino County office nine hours per week per the following schedule and answer email helpline inquiries regularly: Monday, Tuesday, Wednesday and Thursday mornings (schedule subject to change based on volunteer availability). During COVID-19 restrictions the helpline will be staffed remotely.

1. Helpline – provide actual staffing schedule

2. Helpline - total number of hours

3. Email – total number of emails answered

Master Gardeners will partner with the County Department of Public Health “Healthy Communities” member cities to promote involvement in outdoor activities & community-building ventures. Master Gardener volunteers will partner with cities and regularly attend and participate in scheduled meetings. During COVID-19 restrictions these meetings may be cancelled or held remotely.

Member City/Town/Group	Meeting Date	Member City/Town/Group	Meeting Date

Host a free ‘Ask a Master Gardener’ booth the second Sunday of each month (holidays excluded) from 12-1:00pm at the Loma Linda Branch Library

Meeting Dates:

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. If COVID-19 restrictions are removed during the program period the Master Food Preservers will:	Date(s)	Number of Attendees
Provide 12 hours of continuing education for recertifying Master Food Preservers.		
Provide 10 food preservation classes to the public		
Location: 1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Provide an 'Ask the Master Food Preserver' event at various locations in the county		
1.		
2.		
3.		
4.		
5.		
6.		

Provide public food preservation classes at community gardens, targeting 2 classes		
Provide food preservation and safety classes to students, targeting 2 classes		
If COVID-19 restrictions are in place during the program period, the MFP program will:		
Provide monthly online educational opportunities to the public, via zoom, digital video or other online platform 1 2 3 4 5 6 7 8 9 10 11 12		
Provide 6 'Ask the Master Food Preserver' sessions on zoom or other online platform 1 2 3 4 5 6		

[illegible]

Horticulture Program		
Supervise the Master Gardener Program Coordinator and provide program direction and oversight for the Master Gardener program (>200 active volunteers).		
	Date/Location	Number of Attendees
Provide training on urban tree selection and care to public and private landscapers, arborists, city foresters, water district personnel, landscape		

architects, and other decision makers at workshops offered remotely and in-person.			
Invite department staff from the Agricultural Commissioner and Regional Parks to accredited workshops for professional horticulturists discussed above.			
Invitation sent to _____	Date Sent, Event Name:		
Invitation sent to _____	Date Sent, Event Name:		
Professional guidance provided:			
Horticulture Program			
Supervise the Master Gardener Program Coordinator and provide program direction and oversight for the Master Gardener program (>200 active volunteers).			
		Date/Location	Number of Attendees
Provide training on urban tree selection and care to public and private landscapers, arborists, city foresters, water district personnel, landscape architects, and other decision makers at workshops offered remotely and in-person.			
Invite department staff from the Agricultural Commissioner and Regional Parks to accredited workshops for professional horticulturists discussed above.			
Invitation sent to _____	Date Sent, Event Name:		
Invitation sent to _____	Date Sent, Event Name:		
Professional guidance provided:			

Youth Development/4-H Program			
Plan for FY 2020-21 includes the following goals:	Community Club Year-round Dates/Cycle		Total Number of Participants
Conduct eight 4-H Youth Development events in San Bernardino County:	Date(s)	Location(s)	Number of Attendees
1. Achievement Night			
2. Youth Leadership Day			
3. Food Fiesta			
4. Arts and Crafts Expo			
5. Fashion Review			
6. Treasurer Training and Field Day			
7. Record Keeping Training			
8. Field Day			
Provide continuous education opportunities for the 95 4-H 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. Attach program material example or agenda.	Workshop Date(s)	Location(s)	Number of Attendees
	Date(s)	Location(s)	Number of Attendees

	Date(s)	Location(s)	Number of Attendees
Provide training opportunities for School Age Center staff at the Ft. Irwin National Army Training center	Date(s)	Location(s)	Number of Attendees
4-H staff will meet with Park Director to discuss opportunities to expand or strengthen youth programs at pertinent locations (e.g. Project Learning Tree training and College Internship)	Date		
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 that meet in San Bernardino County:	Number of Club Members	Meeting Schedule	Meeting Location

County Co-Directorship/Overall Administration of UCCE San Bernardino County Programs	
Oversee an office comprised of 14 academic and staff employees: duties include overall office management, employee supervision, onboarding and mentoring, and approval of travel and payroll expenses.	
Academic and Staff Positions	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
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.	
Program	Meeting Date(s)

EXHIBIT D

UCCE QUARTERLY REPORTING/COMMUNICATION TOOL

Please complete the tables below, based on Exhibit C - 2021/22 Program Outcomes Reporting Tool.

Department of Agriculture Weights and Measures

Date	Event/Activity (with description)	Location	Number of Attendees	Additional Information/ Communications

Department of Public Health

Date	Event/Activity (with description)	Location	Number of Attendees	Additional Information/ Communications

Libraries

Date	Event/Activity (with description)	Location	Number of Attendees	Additional Information/ Communications

Museums

Date	Event/Activity (with description)	Location	Number of Attendees	Additional Information/ Communications

Preschool Services Department

Date	Event/Activity (with description)	Location	Number of Attendees	Additional Information/ Communications

Regional Parks

Date	Event/Activity (with description)	Location	Number of Attendees	Additional Information/ Communications

Countywide summary of activities and educational opportunities provided by UCCE that are linked to the County Vision and the mission of County Departments, which benefit residents, visitors, county departments and the workforce and are outside the funding of this contract

Date	Event/Activity (with description)	Location	Number of Attendees	Additional Information/ Communications

County requests to UCCE programs

Date	Department	County requests to UCCE Programs (i.e. Program flyers, promotional flyers for upcoming events)	Additional Information/ Communications

Additional Information: