COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Minimum of one (1) year of experience implementing food rescue and/or produce distribution **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as a liaison to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Distribution Coordinator (1 staff member @ 1.0 FTE) **Job Duties:** Conduct produce distribution by transporting produce to assigned sites		
	AR 1.3. **Position:** Administrative Assistant (1 staff member @ 1.0 FTE) **Job Duties:** Execute administrative tasks and conduct data entry, support program implementation and tracking process objectives, program deliverables, including data entry, file management, logistics and coordination of meetings and other program needs, and general program support Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and federal audits		

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 2. Contractor shall complete contractual and fiscal management responsibilities	AR 2.2. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH • Backup documentation submitted to DPH upon request
	AR 2.3. Complete one (1) annual Programmatic and Fiscal Contract Review and Audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/20	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.4. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. *(Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	Letter of Completion from CMU kept on file
	AR 2.5. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	Letter of Completion from USDA Western Regional Office/CA Dept of Social Services
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes. Kept on file at DPH
	AR 3.3. Complete PEARS data entry for CalFresh Healthy Living Program strategies	End of each quarter	Activities entered into PEARS and kept on file
AR 4. Contractor shall increase staff knowledge and skills	AR 4.1. Project Coordinator and Fiscal Analyst (or similar position) to attend SNAP-Ed onboarding training session(s) on CalFresh Healthy Living Program, (e.g. administrative requirements, reporting requirements, and strategy implementation)	6/30/20	Sign-in sheet/confirmation of attendance by DPH kept on file at DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 5. Contractor shall secure certifications and permits	AR 5.1. Obtain ServSafe Certification and Environmental Health Food Demonstration Permit	6/30/20	ServSafe certifications kept on file and submitted to DPH
	AR 5.2. Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/20	Documents kept on file and submitted to DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy A: Produce Distribution & Free produce "pickups"

Goals:

- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Deliver produce for **20-24 free produce "pickups" at schools**, **healthcare settings, and parks,** reaching a minimum of 15-25 identified qualifying SNAP-Ed settings and coordinate and facilitate **8-10 free produce "pickups" in assigned parks**

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1A 1. Contractor shall plan and coordinate activities	1A 1.1. Educate, inform, and engage staff from assigned sites on distribution strategies, including logistics, needs, staffing requirements, resources needed, and any additional information required to prepare sites for produce distribution	6/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, • Additional notes, if applicable
	1A 1.2. Conduct and/or participate in a minimum of 10 meetings with DPH and DPH-funded partners, including schools, parks, and healthcare clinics to discuss logistics and coordination of produce distribution at participating sites	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Additional notes, if applicable
	1A 1.3. Conduct and/or participate in a minimum of two (2) meetings with DPH-funded nutrition education provider and DPH staff to discuss logistics and coordinate nutrition education activities at all free produce "pickups" conducted in parks	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Additional notes, if applicable

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	1A 1.4. Establish staff and/or volunteer team(s) to conduct free produce "pickups" at parks	9/30/20	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for free produce "pickup"
Increase and/or maintain institutional capacity to deliver produce to CalFresh Healthy Living Program funded partners and facilitate free produce "pickups"			
1A 2. Contractor shall increase staff knowledge and skills	1A 2.1. Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	6/30/20+ as needed	Webinar completion verification checklist submitted to DPH and kept on file
	1A 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	1A 2.3. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	1A 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	1A 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	1A 2.6. Participate in a minimum of one (1) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/20	Agenda to be kept on file
	1A 2.7. Project Coordinator and staff to participate in a minimum of one (1) DPH Environmental Health training on safe food distribution practices and policies to ensure food safety	6/30/20	Agenda kept on file
	1A 2.8. Conduct trainings for volunteer teams to conduct free produce "pickups" in parks, including logistics, roles and responsibilities, and produce organizing, storage, and display	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees • Attach agenda and any applicable presentation materials (can be submitted as a "standard" training document once • Additional notes, if applicable
Increase access to emergency food resources and fresh produce by conducting produce distribution, free produce "pickups", conduct assessments, evaluate outcomes and communicate output and impact of CalFresh Healthy Living Program strategies			

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
1A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1A 3.1. Conduct needs assessment to identify needs, barriers, and solutions to delivering produce to assigned sites, including resource and equipment needs, geographic spread and potential routes, and appropriate produce to be delivered to each site	6/30/20	Activities entered into PEARS and kept on file: • Attach example assessment • Include results of assessment in notes
1A 4. Contractor shall conduct delivery of produce to assigned sites	1A 4.1. Conduct a minimum of 20-24 produce deliveries to assigned sites, including delivery and unloading	Quarterly	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets
1A 5. Contractor shall conduct free produce "pickups" in Parks	1A 5.1. Conduct a minimum of 8-10 free produce "pickups" in assigned park sites, including setup, breakdown, and distribution of free produce	9/30/20	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets
1A 6. Outcome Evaluation: Contractor shall evaluate program impact	1A 6.1. Participate in additional evaluation activities as requested by DPH	9/30/20	Activities entered into PEARS and kept on file
1A 7. Contractor shall share information about program implementation	1A 7.1. Distribute a year-end fact sheet to DPH-funded Project Coordinators at assigned CalFresh Healthy Living Program sites to share information and about produce distribution in partner sites	9/30/20	Activities entered into PEARS and kept on file: • Attach fact sheet
	1A 7.2. At the request of DPH, participate in a press event or media promotion to promote program activities and achievements	9/30/20	Activities entered into PEARS and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Minimum of one (1) year of experience implementing food rescue and/or produce distribution **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as a liaison contact to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Distribution Coordinator (1 staff member @ 1.0 FTE) **Job Duties:** Conduct produce distribution by transporting produce to assigned sites		
	AR 1.3. **Position:** Administrative Assistant (1 staff member @ 1.0 FTE) **Job Duties:** Execute administrative tasks and conduct data entry, support program implementation and tracking process objectives, program deliverables, including data entry, file management, logistics and coordination of meetings and other program needs, and general program support Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and federal audits		
AR 2. Contractor shall complete	AR 2.1. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
contractual and fiscal management responsibilities			• Backup documentation submitted to DPH upon request
	AR 2.2. Complete one (1) annual Programmatic and Fiscal Contract Review and Audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/21	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. *(Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	• Letter of Completion from CMU kept on file
	AR 2.4. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	• Letter of Completion from USDA Western Regional Office/CA Dept of Social Services
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes. Kept on file at DPH
	AR 3.3. Complete two (2) semi-annual site visits by DPH to familiarize DPH staff with work, meet with staff, and observe strategy implementation	As scheduled with DPH	Site Visit checklist and notes kept on file and with DPH
	AR 3.4. Complete PEARS data entry for CalFresh Healthy Living Program strategies	End of each quarter	Activities entered into PEARS and kept on file
AR 4. Contractor shall secure certifications and permits	AR 4.1. Obtain ServSafe Certification and Environmental Health Food Demonstration Permit	As needed	ServSafe certifications kept on file and submitted to DPH
	AR 4.2. Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food	9/30/21	Documents kept on file and submitted to DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	demonstrations and produce distributions (DPH will provide procedure and documents)		

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy A: Produce distribution & Free produce "pickups"

Goals:
- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Deliver produce for **60-70 free produce "pickups" at schools**, **healthcare settings, and parks,** reaching a minimum of 15-25 identified qualifying SNAP-Ed settings and coordinate and facilitate **8-10 free produce "pickups" in assigned parks**

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1A 1. Contractor shall plan and coordinate activities	1A 1.1. Conduct and/or participate in a minimum of 15 meetings with DPH and DPH-funded partners, including schools, parks, and healthcare clinics to discuss logistics and coordination of produce distribution at participating sites	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Additional notes, if applicable
	1A 1.2. Conduct and/or participate in a minimum of four (4) meetings with DPH-funded nutrition education provider and DPH staff to discuss logistics and coordinate nutrition education activities at all free produce "pickups" conducted in parks	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Additional notes, if applicable
	1A 1.3. Establish staff and/or volunteer team(s) to conduct free produce "pickups" at parks	9/30/21	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for free produce "pickup"
Increase and/or maintain institutional capacity to deliver produce to CalFresh Healthy Living Program funded partners and facilitate free produce "pickups"			
1A 2. Contractor shall increase staff	1A 2.1. Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	Within three months of hire	Webinar completion verification checklist submitted to DPH and kept on file

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SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
knowledge and skills	1A 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	1A 2.3. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	1A 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	1A 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	1A 2.6. Conduct trainings for volunteer teams to conduct free produce "pickups" in parks, including logistics, roles and responsibilities, and produce organizing, storage, and display	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees • Attach agenda and any applicable presentation materials (can be submitted as a "standard" training document once • Additional notes, if applicable
Increase access to emergency food resources and fresh produce by conducting produce distribution, free produce "pickups", conduct assessments, evaluate outcomes and communicate output and impact of CalFresh Healthy Living Program strategies			
1A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1A 3.1. Conduct needs assessment as needed to identify needs, barriers, and solutions to delivering produce to assigned sites, including resource and equipment needs, geographic spread and potential routes, and appropriate produce to be delivered to each site	9/30/21	Activities entered into PEARS and kept on file: • Attach example assessment • Include results of assessment in notes
1A 4. Contractor shall conduct delivery of produce to assigned sites	1A 4.1. Conduct a minimum of 60-70 produce deliveries to assigned sites, including delivery and unloading	9/30/21	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets
1A 5. Contractor shall conduct free	1A 5.1. Conduct a minimum of 8-10 free produce "pickups" in assigned park sites, including setup, breakdown, and distribution of free produce	9/30/21	Activities entered into PEARS and kept on file:

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SCOPE OF WORK
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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
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Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
produce "pickups" in Parks			• Attach completed DPH-approved tracking sheets
1A 6. Outcome Evaluation: Contractor shall evaluate program impact	1A 6.1. Participate in additional evaluation activities as requested by DPH	9/30/21	Activities entered into PEARS and kept on file
1A 7. Contractor shall share information about program implementation	1A 7.1. Distribute a year-end fact sheet to DPH-funded Project Coordinators at assigned CalFresh Healthy Living Program sites to share information and about produce distribution in partner sites	9/30/21	Activities entered into PEARS and kept on file: • Attach fact sheet
	1A 7.2. At the request of DPH, participate in a press event or media promotion to promote program activities and achievements	9/30/21	Activities entered into PEARS and kept on file

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AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
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Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Minimum of one (1) year of experience implementing food rescue and/or produce distribution **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as a liaison to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Distribution Coordinator (1 staff member @ 1.0 FTE) **Job Duties:** Conduct produce distribution by transporting produce to assigned sites		
	AR 1.3. **Position:** Administrative Assistant (1 staff member @ 1.0 FTE) **Job Duties:** Execute administrative tasks and conduct data entry, support program implementation and tracking process objectives, program deliverables, including data entry, file management, logistics and coordination of meetings and other program needs, and general program support Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and federal audits		

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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
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Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
AR 2. Contractor shall complete contractual and fiscal management responsibilities	AR 2.1.	Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH • Backup documentation submitted to DPH upon request
	AR 2.2.	Complete one (1) annual Programmatic and Fiscal Contract Review and Audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/22	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.3.	Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. *(Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	Letter of Completion from CMU kept on file
	AR 2.4.	Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	Letter of Completion from USDA Western Regional Office/CA Dept of Social Services
AR 3. Contractor shall monitor program implementation	AR 3.1.	Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2.	Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes (completed by DPH staff, agency staff invited to edit and correct) Kept on file at DPH
	AR 3.3.	Complete two (2) semi-annual site visits by DPH to familiarize DPH staff with work, meet with staff, and observe strategy implementation	As scheduled with DPH	Site Visit checklist and notes kept on file and with DPH
	AR 3.4.	Complete PEARS data entry for CalFresh Healthy Living Program strategies	End of each quarter	Activities entered into PEARS and kept on file
AR 4. Contractor shall secure	AR 4.1.	Obtain ServSafe Certification and Environmental Health Food Demonstration Permit	As needed	ServSafe certifications kept on file and submitted to DPH

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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
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Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
certifications and permits	AR 4.2. Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/22	Documents kept on file and submitted to DPH

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SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy A: Produce distribution & free produce "pickups"

Goals:

- Optimize and enhance the food system to support a healthy diet
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food

Objective:
Deliver produce for **60-70 free produce "pickups" at schools, healthcare settings, and parks,** reaching a minimum of 15-25 identified qualifying SNAP-Ed settings and coordinate and facilitate **8-10 free produce "pickups" in assigned parks**

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate activities			
1A 1. Contractor shall plan and coordinate activities	1A 1.1. Conduct and/or participate in a minimum of 15 meetings with DPH and DPH- funded partners, including schools, parks, and healthcare clinics to discuss logistics and coordination of produce distribution at participating sites	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Additional notes, if applicable
	1A 1.2. Conduct and/or participate in a minimum of four (4) meetings with DPH-funded nutrition education provider and DPH staff to discuss logistics and coordinate nutrition education activities at all free produce "pickups" conducted in parks	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Additional notes, if applicable
	1A 1.3. Establish staff and/or volunteer team(s) to conduct free produce "pickups" at parks	9/30/22	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for free produce "pickup"
Increase and/or maintain institutional capacity to deliver produce to CalFresh Healthy Living Program funded partners and facilitate free produce "pickups"			

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CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
1A 2. Contractor shall increase staff knowledge and skills	1A 2.1. Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	Within three (3) months of hire	Webinar completion verification checklist submitted to DPH and kept on file
	1A 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	1A 2.3. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	1A 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	1A 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	1A 2.6. Conduct trainings for volunteer teams to conduct free produce "pickups" in parks, including logistics, roles and responsibilities, and produce organizing, storage, and display	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees • Attach agenda and any applicable presentation materials (can be submitted as a "standard" training document once • Additional notes, if applicable
Increase access to emergency food resources and fresh produce by conducting produce distribution, free produce "pickups", conduct assessments, evaluate outcomes and communicate output and impact of CalFresh Healthy Living Program strategies			
1A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1A 3.1. Conduct needs assessment as needed to identify needs, barriers, and solutions to delivering produce to assigned sites, including resource and equipment needs, geographic spread and potential routes, and appropriate produce to be delivered to each site	3/31/22	Activities entered into PEARS and kept on file: • Attach example assessment • Include results of assessment in notes
1A 4. Contractor shall conduct delivery of	1A 4.1. Conduct a minimum of 60-70 produce deliveries to assigned sites, including delivery and unloading	9/30/22	Activities entered into PEARS and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 5: PRODUCE DISTRIBUTION
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
produce to assigned sites			• Attach completed DPH-approved tracking sheets
	1A 4.2. Develop a logistics guide to increase efficiency, provide training to new staff, and ensure sustainability of future operations	9/30/22	Activities entered into PEARS and kept on file: • Attach workflow guidance sheet • Additional notes as applicable
1A 5. Contractor shall conduct free produce "pickups" in Parks	1A 5.1. Conduct a minimum of 8-10 free produce "pickups" in assigned park sites, including setup, breakdown, and distribution of free produce	9/30/22	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets
1A 6. Outcome Evaluation: Contractor shall evaluate program impact	1A 6.1. Participate in additional evaluation activities as requested by DPH	9/30/22	Activities entered into PEARS and kept on file
1A 7. Contractor shall share information about program implementation	1A 7.1. Distribute a year-end fact sheet to DPH-funded Project Coordinators at assigned CalFresh Healthy Living Program sites to share information and about produce distribution in partner sites	9/30/22	Activities entered into PEARS and kept on file: • Attach fact sheet
	1A 7.2. At the request of DPH, participate in a press event or media promotion to promote program activities and achievements	9/30/22	Activities entered into PEARS and kept on file