COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK

AGENCY NAME

CalFresh Healthy Living Program

Category 1: Early Childcare and Education (ECE)

Upon Execution – September 30, 2020

Contractors in this Category will work with ten (10) ECE sites to accomplish the following strategies.

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:** Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with minimum of one (1) year implementing nutrition education and obesity prevention programs. **Job Duties:** 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 the 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; and • Resume for all staff kept on file and submitted to DPH.
	AR 1.2. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR a minimum of two (2) years of experience as a Health Educator in underserved communities.		

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Process Objectives	Activities	Completed By	Documentation
	Job Duties: Support the Project Coordinator in the management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members.		
	AR 1.3. **Position:** Fiscal Analyst (1 staff member @ 0.2 FTE) **Job Duties:** 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 1.4. **Position:** Administrative Assistant (1 staff member @ 0.35 FTE) **Job Duties:** 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.		
AR 2. Contractor must complete contractual and fiscal management responsibilities	AR 2.1. Submit monthly invoices and maintain back-up expense documentation.	Monthly	• Monthly invoice submitted to DPH • Back-up documentation submitted to DPH upon request.
	AR 2.2. Complete 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; and • 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.

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Process Objectives	Activities	Completed By	Documentation
	AR 2.4. Participate in United States Department of Agriculture (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 quarterly reporting for Program Evaluation and Reporting System (PEARS) data entry for CalFresh Healthy Living Program strategies. Complete monthly reporting for nutrition education and physical activity classes.	CalFresh Healthy Living Program strategies: End of each quarter Nut. Ed. and PA: Monthly	Activities entered into PEARS and kept on file.
	AR 3.4. Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published *Dietary Guidelines for Americans*	Annually, upon request	Summary report 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, strategy implementation, and nutrition education and physical activity strategies)	6/30/20	Sign-in sheet/confirmation of attendance by DPH kept on file at DPH.

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Process Objectives	Activities	Completed By	Documentation
AR 5. Contractor shall secure certifications and permits.	AR 5.1. Obtain ServSafe certification for staff to safely handle food prior to conducting food demonstrations.	As needed	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

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General Program Deliverables and Activities (GPDA)

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

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 CalFresh Healthy Living Program activities			
GPDA 1. Contractors shall plan and coordinate activities.	GPDA 1.1. Educate, inform, and engage ECE representatives (e.g. district office, ECE administration, nutrition services, ECE staff etc.) from participating sites through meetings, phone calls, email, or other communication methods on the CalFresh Healthy Living Program strategies to be implemented at ECE sites. Obtain necessary authorization to implement strategies at each participating ECE site • Produce Giveaways and CalFresh Health Living Program Food promotion • Smarter Meal Times (SMT) • Physical activity in ECE settings - 9.Coordinated Approach to Child Health Early Childhood (CATCH CEC)	6/30/20	Activities entered into PEARS and kept on file: • Include in notes: number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable • Attach required forms from district office providing authorization for all participating sites.
	GPDA 1.2. Recruit one (1) “Champion Teacher” (or ECE staff member) and one (1) “Champion Parent” at each participating ECE site to serve as the point people/supporters to support implementation of CalFresh Healthy Living Program strategies at participating ECE sites.	9/30/20	Activities entered into PEARS and kept on file: • Attach list of Champion Teachers and Champion Parents; and • Additional notes, if applicable.
	GPDA 1.3. Communicate and collaborate with administrators and staff at each participating ECE site through meetings, phone calls, email, or other communication methods to present results of assessments	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and

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Process Objectives	Activities	Completed By	Documentation
	and share current status of strategy implementation of CalFresh Healthy Living Program.		outcomes from meetings/communications, and next steps • Additional notes, if applicable
	GPDA 1.4. Communicate and collaborate with administrators and staff at each participating ECE site through meetings, phone calls, email, or other communication methods to develop a comprehensive action plan to implement CalFresh Healthy Living Program strategies	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable • Attach Action Plan
	GPDA 1.5. Participate in a minimum of one (1) meeting with school wellness committees and/or entities that are involved in efforts to improve ECE health and wellness to present findings of assessments and evaluations, share research, identify opportunities for collaboration, provide support in school wellness policy language adoption, and provide information regarding the CalFresh Healthy Living Program strategy implementation	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
Increase and/or maintain institutional capacity to conduct nutrition education activities			
GPDA 2. Contractor shall increase staff knowledge and skills.	GPDA 2.1. Newly hired staff to view ten (10) DPH-identified SNAP-Ed orientation webinars	6/30/20 and as needed	Webinar completion verification checklist submitted to DPH and kept on file.
	GPDA 2.2. Newly hired staff to participate in a minimum of two (2) CalFresh Healthy Living Program trainings (e.g. *Rethink Your Drink*, Ensuring food safety at food demonstrations)	6/30/20 and as needed	Agenda to be kept on file.
	GPDA 2.3. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	GPDA 2.4. Attend annual SNAP-Ed Local Implementing Agencies (LIA) conference	Annually	Agenda to be kept on file

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Process Objectives	Activities	Completed By	Documentation
	GPDA 2.5. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file.
	GPDA 2.6. Participate in *Nutrition Access LA* collaboratively to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file.
	GPDA 2.7. Participate in coalition focused on increasing water consumption and reducing consumption of sugar-sweetened beverages (quarterly)	Quarterly	Agenda to be kept on file.
	PDA 2.8. Participate in a minimum of one (1) Nutrition Education and Physical Activity collaborative meeting/training.	9/30/20	Agenda to be kept on file.
Increase nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3. Contractor shall promote nutrition education activities and information.	GPDA 3.1. Promote parent-focused nutrition education classes to parents by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication to ensure attendance, reaching a minimum of 100 parents	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	GPDA 3.2. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
GPDA 4. Contractor shall conduct nutrition education activities.	GPDA 4.1. Participate in two (2) Days of Action, reaching a minimum of 100 children, parents, and staff combined: 1. *Healthy Snack Day* 2. *Rethink Your Drink* Day	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of activity
	PDA 4.2. Provide displays, posters, and educational boards throughout ECE sites and eating areas that reinforce and encourage healthy eating and physical activity	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of displays, posters, and educational boards
	PDA 4.3. Participate in three (3) total ECE community events, (e.g. open house, back to school night, athletic events etc.) to promote healthy food choices using nutrition education materials provided by DPH,	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of activity

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following strategies.

Process Objectives	Activities	Completed By	Documentation
	conducting a food demonstration, or conducting a *Rethink Your Drink* demonstration, reaching a minimum of 60 total families		
	PDA 4.4. Conduct a minimum of five (5) total nutrition education classes for parents, a minimum of two (2) of which include a food demonstration, reaching a minimum of 50 total attendees	9/30/20	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Sign in sheets kept on file
GPDA 5. Outcome Evaluation: Contract shall evaluate program impact	PDA 5.1. Coordinate with DPH to conduct the Site Level Assessment Questionnaire (SLAQ) for each participating ECE site.	6/30/20	Activities entered into PEARS and kept on file: • Attach completed SLAQ forms
	PDA 5.2. Participate in additional evaluation activities as requested by DPH.	9/30/20	Activities entered into PEARS and kept on file
Communicate output and impact of CalFresh Healthy Living Program strategies			
GPDA 6. Contractor shall share information about program implementation	PDA 6.1. Attend a minimum of one (1) staff meeting at each participating ECE site to provide program updates, successes, achievements and evaluation results of work completed.	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
	PDA 6.2. Distribute a year-end fact sheet to ECE leadership (e.g. site administrators, food service staff, teachers, etc.) to share information about CalFresh Healthy Living Program strategies.	9/30/20	Activities entered into PEARS and kept on file: • Attach fact sheet.
	PDA 6.3. 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.
	PDA 6.4. Using a DPH-provided template, submit a press release to local media outlets to announce funding award (Due: within 30 days of contract execution)	Within 30 days of contract execution	Activities entered into PEARS and kept on file: • Attach Press Release

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Category 1: Early Childcare and Education (ECE)
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Contractors in this Category will work with ten (10) ECE sites to accomplish the following strategies.

Strategy 1: Access to Healthy Food and Beverages
Sub-Strategy A: Free produce "pickups" & CalFresh Health Living Program Food Promotion

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:
Coordinate and conduct a minimum of **five** (**5) free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Health Living Program Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 250 total low-income children and parents.

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 planning meetings (in person or via phone call or email) to ensure Champion Teachers and Champion Parents understand roles and responsibilities/assignments	9/30/20	Activities entered into PEARS and kept on file • Include in notes: number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Include roles and responsibilities • Additional notes, if applicable
	1A 1.2. Conduct and/or participate in a minimum of two (2) meetings, phone calls, email, or other communication methods with DPH-funded Produce Distribution organization and DPH staff to discuss logistics and coordination of free produce "pickups" at participating ECE sites	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Additional notes, if applicable
	1A 1.3. Establish volunteer teams at each participating site consisting of parents, staff, teachers, and service organizations to conduct free produce "pickups" at participating ECE sites	9/30/20	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for each free produce "pickup"
Increase and/or maintain institutional capacity to coordinate and facilitate free produce "pickups"			

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Process Objectives	Activities	Completed By	Documentation
1A 2. Contractor shall increase staff knowledge and skills	1A 2.1. 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	9/30/20	• Activities entered into PEARS and kept on file: • Sign-in sheet/confirmation of attendance by DPH kept on file at DPH
	1A 2.2. Provide ongoing training and technical assistance as needed to train Champion Parents, Champion Teachers, and volunteers on topics such as produce display, food safety, workflow, etc.	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps • Attach agenda and any applicable presentation materials • Additional notes, if applicable
Increase access to healthy food through free produce "pickups", promote CalFresh Food, conduct assessments and evaluate outcomes			
1A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1A 3.1. Engage a minimum of 25 members of target population through quantitative and/or qualitative methods, such as surveys and focus groups, with support from Champion Parents and Champion Teachers, to gauge interest, needs, and to provide guidance to conduct free produce "pickups".	9/30/20	Activities entered into PEARS and kept on file • Summarize and include results of assessment in notes • Attach example survey or other instruments
	1A 3.2. At each free produce "pickup", offer a comment box or other anonymous method to receive participant feedback to improve and help guide future free produce "pickups"	9/30/20	Activities entered into PEARS and kept on file
1A 4. Contractor shall promote free produce "pickups", CalFresh Food, and associated nutrition education classes	1A 4.1. Promote free produce "pickups" and associated nutrition education activities by distributing DPH-approved flyers and posters, through email, social media, and any other form of communication to children and families, reaching a minimum of 250 total children and parents	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	1A 4.2. Promote CalFresh Healthy Living Program Food by distributing flyers and posters, and through email, social media, and any other form of communication provided by the County of Los Angeles, to children and families, reaching a minimum of 250 total children and parents	9/30/20	Activities entered into PEARS and kept on file • Attach photos or screenshots of promotions

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Process Objectives	Activities	Completed By	Documentation
	1A 4.3. Provide CalFresh Health Living Program Food brochures in parent resource centers and other places where parents can access	9/30/20	Activities entered into PEARS and kept on file • Attach photos or screenshots of promotions
1A 5. Contractor shall conduct free produce "pickups" at ECE sites	1A 5.1. Conduct a minimum of five (5) total free produce "pickups", reaching a minimum of 250 total student and parent attendees	9/30/20	Activities entered into PEARS and kept on file • Attach completed DPH-approved tracking sheets • Attach photos of free produce "pickups" • Photo release forms kept on file
1A 6. Contractor shall coordinate a CalFresh Health Living Program food community forum	1A 6.1. Upon request of the County of Los Angeles, coordinate with DPH to host or participate in a community forum to provide information about CalFresh Healthy Living Program Food	9/30/20	Quarterly Report • Include completed DPH-approved tracking sheets • Include photos of CalFresh Food community forum • Include photo release forms
1A 7. Outcome Evaluation: Contractor shall evaluate program impact	1A 7.1. Coordinate with DPH to conduct an evaluation of free produce "pickups"	6/30/20	Activities entered into PEARS and kept on file • Attach completed DPH-approved evaluation tool(s) • Include results of evaluation in notes
Increase nutrition knowledge and skills			
1A 8. Contractor shall conduct nutrition education activities	1A 8.1. Conduct taste tests and/or food demonstrations at a minimum of three (3) total free produce "pickups", reaching a minimum of 150 total attendees	9/30/20	Activities entered into PEARS and kept on file
	1A 8.2. Promote healthy eating and beverage choices by distributing DPH-provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at each free produce "pickup", reaching a minimum of 150 total attendees	9/30/20	Activities entered into PEARS and kept on file • Attach photos or screenshots of promotions
	1A 8.3. Participate in CalFresh Food Awareness Month activity (at the request of the County), reaching a minimum of 50 total parents	Annually	Activities entered into PEARS and kept on file • Attach photos of activity

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following strategies.

Strategy 2: Behavioral Economics
Sub-Strategy A: **Smarter Meal Times (SMT)**

Goals:
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that decrease access to and demand for unhealthy food

Objective:
Plan and prepare for a minimum of two (2) ECE sites to implement **3-5 Smarter Meal Times (SMT)** strategies each and **improve their SMT scorecard by at least one (1) level or maintain gold level** in each school site.

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			
2A 1. Contractor shall Plan and coordinate activities	2A 1.1. Coordinate and collaborate with "Champion Teachers", ECE site staff, and "Champion Parents" at each participating site to identify staff-level champions to support Smarter Meal Times (SMT) strategies, including assessment, planning, and implementation	6/30/20	Activities entered into PEARS and kept on file • Include in notes: number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Include roles and responsibilities • Additional notes, if applicable
	2A 1.2. Meet and/or communicate through phone calls, email, or other communication methods with key ECE site staff a minimum of 2 times per participating site to provide program updates, plan Smarter Meal Times (SMT) strategies as needed, gather data and feedback, identify and secure needed resources, and troubleshoot obstacles and barriers	9/30/20	Activities entered into PEARS and kept on file • Include in notes: number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps • Include roles and responsibilities • Additional notes, if applicable
Increase and/or maintain institutional capacity to implement Smarter Meal Times (SMT)			
2A 2. Contractor shall increase staff knowledge and skills	2A 2.1. Conduct a minimum of one (1) on-site, ECE staff trainings at each ECE site on implementing Smarter Mealtimes (SMT) strategies, Champion Teacher(s), food service staff, and any other appropriate staff.	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps

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Process Objectives	Activities	Completed By	Documentation
			• Attach agenda and any applicable presentation materials • Additional notes, if applicable
	2A 2.2. Meet or communicate through phone calls, email, or other communication methods with ECE staff as needed to provide additional technical assistance and training to implement Smarter Meal Times (SMT) strategies	9/30/20	Activities entered into PEARS and kept on file • Include in notes: number of attendees, key attendees, topic of training, key outcomes, and next steps • Attach agenda and any presentation materials • Additional notes, if applicable
Move children to access and choose healthy meals through Smarter Meal Times (SMT) strategies			
2A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	2A 3.1. Conduct needs assessment, ECE environmental assessment, and readiness assessments (e.g. key informant interviews, focus groups, and/or surveys with parents and staff) using Smarter Meal Time (SMT) scorecard and/or other DPH-approved tools	9/30/20	Activities entered into PEARS and kept on file • Attach completed Assessment tool(s) • Additional notes as applicable
2A 4. Outcome Evaluation: Contractor shall evaluate program impact	2A 4.1. Conduct food waste audit baseline assessment using *USDA/EPA Guide to Conducting Student Food Waste Audits: A Resource for Schools*	9/30/20	Activities entered into PEARS and kept on file • Attach completed Assessment tool(s) • Additional notes as applicable
	2A 4.2. Conduct Smarter Mealtimes (SMT) scorecard baseline assessment in collaboration with ECE staff	9/30/20	Activities entered into PEARS and kept on file • Attach completed Assessment tool(s) • List of staff and community members involved in assessment activities in comments • Additional comments as needed
Increase nutrition knowledge and skills			
2A 5. Contractor shall promote Smarter Mealtimes (SMT)	2A 5.1. Promote parent-focused nutrition education classes to parents by distributing DPH-approved flyers, posters, email, social media posts,	9/30/20	Activities entered into PEARS and kept on file • Attach photos or screenshots of promotions

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Process Objectives	Activities	Completed By	Documentation
nutrition education activities	and any other forms of communication to parents to ensure attendance at parent-focused nutrition education classes.		
2A 6. Contractor shall conduct nutrition education activities	2A 6.1. Promote, support and reinforce messages consistent with the CalFresh Healthy Living Program, including self-guided learning displays, posters, and educational boards throughout ECE settings that encourage healthy food and beverage choices	9/30/20	Activities entered into PEARS and kept on file • Attach photos or screenshots of promotions
	2A 6.2. Provide 15 total evidence-based nutrition education classes, seven (7) of which include taste tests, that reinforce healthy eating behavior to children in ECE settings, reaching a minimum of 60 total children.	9/30/20	Activities entered into PEARS and kept on file • Student attendance records attached

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following strategies.

Strategy 3: Daily Quality Physical Activity
Sub-Strategy A: Improve physical activity in early childcare education

Goals:
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that decrease access to and demand for unhealthy food
- Adopt, implement, maintain, and support programs, policies, and enhancements to the natural and built environment to increase physical activity opportunities

Objective:
Plan and prepare for a minimum of 8 ECE sites to **improve physical activity in early childcare education** by training early childcare and education providers to implement Coordinated Approach to Child Health Early Childhood (CEC).

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			
3A 1. Contactor shall plan and coordinate activities.	3A 1.1. Conduct a minimum of one (1) meeting per participating ECE site and regularly communicate with ECE partners through phone calls, email, or other communication methods to provide continuing support and coordination for Child Health Early Childhood (CEC) implementation efforts, gather data, provide resources, and share information about physical activities	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps Additional notes, if applicable
	3A 1.2. Engage any additional appropriate ECE site partners to inform them of CEC programming and identify potential opportunities for collaboration	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
Increase and/or maintain institutional capacity to implement CEC activities in after-school settings			
3A 2. Contractor shall increase staff knowledge and skills	3A 2.1. A minimum of two (2) CalFresh Healthy Living Program staff to participate in the 3-Day Train the Trainer CEC training	9/30/20	Activities entered into PEARS and kept on file include in notes: • Number of attendees and associated ECE • Attach agenda and presentation materials

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AGENCY NAME
CalFresh Healthy Living Program
Category 1: Early Childcare and Education (ECE)
Upon Execution – September 30, 2020

Contractors in this Category will work with ten (10) ECE sites to accomplish the following strategies.

Process Objectives	Activities	Completed By	Documentation
			• Additional notes, if applicable
Increase physical activity and nutrition knowledge and skills by implementing CEC physical activity programming in after-school settings, conduct assessments and evaluate outcomes			
3A 3. Formative Assessment: Contractor shall assess needs and barriers; and identify solutions	3A 3.1. Conduct formative research (e.g. facilities and equipment inventory and readiness assessments) to determine current status of physical activity programs in ECE sites to implement CEC programming	9/30/20	Activities entered into PEARS and kept on file • Attach completed Assessment tool(s) • Additional notes as applicable
3A 4. Outcome Evaluation: Contractor shall evaluate program impact	3A 4.1. Conduct pre-assessment using the *Nutrition and Physical Activity Self-Assessment for Child Care* (*NAP SACC) Infant & Child Physical Activity Self-Assessment*	9/30/20	Activities entered into PEARS and kept on file • Attach completed Assessment tool(s) • Additional notes as applicable

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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 1: EARLY CHILDCARE AND EDUCATION
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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
GAR 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:** Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with minimum of one (1) year implementing nutrition education and obesity prevention programs **Job Duties:** 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 the liaison to DPH	Hired within 60 days of contract execution and as needed through 9/30/21	• Updated personnel reporting included in quarterly written reports; and • Resume for all staff kept on file and submitted to DPH.
	AR 1.2. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	OR a minimum of two (2) years of experience as a Health Educator in underserved communities **Job Duties:** Support the Project Coordinator in the management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members		
	AR 1.3. **Position:** Fiscal Analyst (1 staff member @ 0.2 FTE) **Job Duties:** 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 1.4. **Position:** Administrative Assistant (1 staff member @ 0.35 FTE) **Job Duties:** 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		
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	6/30/21	• Signed Audit Documents kept on file and with DPH; and • Letter of Completion kept on file.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	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, **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 Participate in 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 quarterly reporting for Program Evaluation and Reporting System (PEARS) data entry for CalFresh Healthy Living Program strategies. Complete monthly reporting for nutrition education and physical activity classes	CalFresh Healthy Living Program strategies: End of each quarter Nut. Ed. and PA: Monthly	Activities entered into PEARS and kept on file.
	AR 3.5 Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published *Dietary Guidelines for American*s	Annually, upon request	Summary report kept on file.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 4. Contractor shall secure certifications and permits	AR 4.1. Obtain ServSafe certification for staff to safely handle food prior to conducting food demonstrations	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 demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/21	Documents kept on file and submitted to DPH.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

General Program Deliverables and Activities (GPDA)

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food.
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages.

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 CalFresh Healthy Living Program activities			
GPDA 1. Contractor shall plan and coordinate activities	GPDA 1.1. Maintain one (1) "Champion Teacher" (or ECE staff member) and one (1) "Champion Parent" at each participating ECE site to serve as the point people/supporters to support implementation of CalFresh Healthy Living Program strategies at participating ECE sites	9/30/21	Activities entered into PEARS and kept on file: • Attach list of Champion Teachers and Champion Parents. • Additional notes, if applicable.
	GPDA 1.2. Communicate and collaborate with administrators and staff at each participating ECE site through meetings, phone calls, email, or other communication methods to present results of assessments and share current status of strategy implementation of CalFresh Healthy Living Program	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Additional notes, if applicable.
	GPDA 1.3. Participate in a minimum of two (2) meetings with school wellness committees and/or entities that are involved in efforts to improve ECE health and wellness to present findings of assessments and evaluations, share research, identify opportunities for collaboration, provide support in school wellness policy language adoption, and provide information CalFresh Healthy Living Program strategy implementation	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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase and/or maintain institutional capacity to conduct nutrition education activities			
GPDA 2. Contractor shall increase staff knowledge and skills	GPDA 2.1 Newly hired staff to view ten (10) DPH-identified SNAP-Ed orientation webinars	Within three (3) months of hire	Webinar completion verification checklist submitted to DPH and kept on file.
	GPDA 2.2 Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file.
	GPDA 2.3 Attend annual SNAP-Ed Local Implementation Agencies (LIA) conference	Annually	Agenda to be kept on file.
	GPDA 2.4 Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file.
	GPDA 2.5 Participate in Nutrition Access LA collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file.
	GPDA 2.6 Participate in coalition focused on increasing water consumption and reducing consumption of sugar-sweetened beverages (quarterly)	Quarterly	Agenda to be kept on file.
	GPDA 2.7 Participate in a minimum of three (3) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/21	Agenda to be kept on file.
Increase nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3. Contractor shall promote nutrition education activities and information	GPDA 3.1. Promote parent-focused nutrition education classes to parents by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication to ensure attendance, reaching a minimum of 100 parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	GPDA 3.2. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/21	Activities entered into PEARS and kept on file • Attach photos or screenshots of promotions.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
GPDA 4. Contactor shall conduct nutrition education activities	GPDA 4.1 Participate in two (2) Days of Action, reaching a minimum of 100 children, parents, and staff combined: 1. *Healthy Snack Day* 2. *Rethink Your Drink Day*	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of activity.
	GPDA 4.2 Provide displays, posters, and educational boards throughout ECE sites and eating areas that reinforce and encourage healthy eating and physical activity	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of displays, posters, and educational boards.
	GPDA 4.3 Participate in 10 total ECE community events, (e.g. open house, back to school night, athletic events etc.), 1 per participating school site, to promote healthy food choices using nutrition education materials provided by DPH, conducting a food demonstration, or conducting a *Rethink Your Drink* demonstration, reaching a minimum of 200 total families	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of activity.
	GPDA 4.4 Conduct a minimum of 25 total nutrition education classes for parents, a minimum of 10 of which include a food demonstration, reaching a minimum of 250 total attendees	9/30/21	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards. • Sign in sheets kept on file.
GPDA 5. Outcome Evaluation: Contractor shall evaluate program impact	GPDA 5.1 Coordinate with DPH to conduct Site Level Assessment Questionnaire (SLAQ) assessment for each participating ECE site	6/30/21	Activities entered into PEARS and kept on file: • Attach completed SLAQ forms.
	GPDA 5.2 Conduct 50 matched pair assessments in nutrition education classes (pre-test and post-test from the same person) using a DPH-approved tool to assess change in fruit and vegetable consumption and food security status	5/31/21	Activities entered into PEARS and kept on file: • Submit matched pairs to DPH.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	GPDA 5.3Participate in additional evaluation activities as requested by DPH	9/30/21	• Activities entered into PEARS and kept on file.
Communicate output and impact of CalFresh Healthy Living Program strategies			
GPDA 6. Contractor shall share information about program implementation	GPDA 6.1 Attend a minimum of one (1) staff meeting at each participating ECE site to provide program updates, successes, achievements and evaluation results of work completed	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.
	GPDA 6.2 Distribute a year-end fact sheet to ECE leadership (e.g. site administrators, food service staff, teachers, etc.) to share information about CalFresh Healthy Living Program strategies	9/30/21	Activities entered into PEARS and kept on file: • Attach fact sheet
	GPDA 6.3 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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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Strategy 1: Access to Healthy Food and Beverages

Sub-Strategy A: Free produce "pickups" & CalFresh Food Promotion

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:
Coordinate and conduct a minimum of **20 free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 1,000 total low-income children and parents.

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 planning meetings (in person or via phone call or email) to ensure Champion Teachers and Champion Parents understand roles and responsibilities/assignments	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. • Include roles and responsibilities. • Additional notes, if applicable.
	1A 1.2. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with DPH-funded Produce Distribution organization and DPH staff to discuss logistics and coordination of free produce "pickups" at participating ECE sites	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Additional notes, if applicable.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	1A 1.3. Establish volunteer teams at each participating site consisting of parents, staff, teachers, and service organizations to conduct free produce "pickups"	9/30/21	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for each free produce "pickup".
Increase and/or maintain institutional capacity to coordinate and facilitate free produce "pickups"			
1A 2. Contractor shall increase staff knowledge and skills	1A 2.1 Provide ongoing training and technical assistance as needed to train Champion Parents, Champion Teachers, and volunteers on topics such as produce display, food safety, workflow, etc.	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
Increase access to healthy food through free produce "pickups", promote CalFresh Food Promotion, conduct assessments and evaluate outcomes			
1A 3. Contractor shall conduct formative Assessment: Assess needs and barriers; identify solutions	GPDA 3.1. Engage a minimum of 10 members of target population through quantitative and/or qualitative methods, such as surveys and focus groups, with support from Champion Parents and Champion Teachers, to gauge interest, needs, and to provide guidance to conduct free produce "pickups"	9/30/21	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes. • Attach example survey or other instruments.
	GPDA 3.2. At each free produce "pickup", offer a comment box or other anonymous method to receive participant feedback to improve and help guide future free produce "pickups"	9/30/21	Activities entered into PEARS and kept on file.
1A 4 Contractor shall promote free produce "pickups",	1A 4.3 Promote free produce "pickups" and associated nutrition education activities by distributing DPH-approved flyers and posters, through email, social media, and any other form of communication to children and families, reaching a minimum of 500 total children and parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
CalFresh Food Promotion, and associated nutrition education classes	1A 4.2 Promote CalFresh Food Promotion by distributing DPH-approved flyers and posters, through email, social media, and any other form of communication provided by the County of Los Angeles, to children and families, reaching a minimum of 500 total children and parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	1A 4.3 Provide CalFresh Food Promotion brochures in parent resource centers and other places where parents can access	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
1A 5 Contractor shall conduct free produce "pickups" at ECE sites	1A 5.1. Conduct a minimum of 20 total free produce "pickups", reaching a minimum of 1,000 total student and parent attendees	9/30/21	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets. • Attach photos of free produce "pickups". • Photo release forms kept on file.
1A 6 Contractor shall coordinate a CalFresh Food Promotion community forum	1A 6.1 Upon request of the County of Los Angeles, coordinate with DPH to host or participate in a community forum to provide information about CalFresh Food Promotion	9/30/21	Quarterly Report: • Include completed DPH-approved tracking sheets. • Include photos of CalFresh Food Promotion community forum. • Include photo release forms.
1A 7. Outcome Evaluation: Contractor shall evaluate program impact	1A 7.1. Coordinate with DPH to conduct an evaluation of free produce "pickups"	6/30/21	Activities entered into PEARS and kept on file: • Attach completed DPH-approved evaluation tool(s). • Include results of evaluation in notes.
Increase nutrition knowledge and skills			

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
1A 8 Contractor shall conduct nutrition education activities	1A 8.1. Conduct a minimum of five (5) total single-session nutrition education classes that include a food demonstration at free produce "pickups", reaching a minimum of 50 total attendees	9/30/21	Activities entered into PEARS and kept on file: • Participant Data Cards Sign in Sheets kept on file
	1A 8.2. Conduct taste tests and/or food demonstrations at a minimum of 10 total free produce "pickups", reaching a minimum of 500 total attendees	9/30/21	Activities entered into PEARS and kept on file.
	1A 8.3. Promote healthy eating and beverage choices by distributing DPH-provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at each free produce "pickup", reaching a minimum of 650 total attendees	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	1A 8.4. Participate in CalFresh Food Promotion Awareness Month activity (at the request of the County), reaching a minimum of 50 total parents	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Strategy 2: Behavioral Economics

Sub-Strategy A: Smarter Meal Times (SMT)

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that decrease access to and demand for unhealthy food

Objective:

A minimum two (2) ECE sites will implement **3-5 Smarter Meal Times (SMT)** strategies each and **improve their SMT scorecard by at least 1 level or maintain gold level,** reaching a minimum of 60 children.

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			
2A 1. Contractor shall plan and coordinate activities	2A 1.1. Coordinate and collaborate with "Champion Teachers", ECE site staff, and "Champion Parents" at each participating site to identify staff-level champions to support Smarter Meal Times (SMT) strategies, including assessment, planning, and implementation	12/31/20	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. • Include roles and responsibilities. • Additional notes, if applicable.
	2A 1.2. Meet and/or communicate through phone calls, email, or other communication methods with key ECE site staff a minimum of four (4) times per participating site to provide program updates, plan Smarter Meal Times (SMT) strategies as needed, gather data and feedback, identify and secure needed resources, and troubleshoot obstacles and barriers	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Include roles and responsibilities. • Additional notes, if applicable.
Increase and/or maintain institutional capacity to implement Smarter Meal Times (SMT)			
2A 2. Contractor shall increase staff knowledge and skills	2A 2.1. Conduct a minimum of two (2) on-site staff trainings per site on implementing Smarter Mealtimes (SMT) strategies for ECE staff, Champion Teacher(s), food service staff, and any other appropriate staff	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
	2A 2.2. Meet or communicate through phone calls, email, or other communication methods with ECE staff as needed to provide additional technical assistance and training to implement Smarter Meal Times (SMT) strategies	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps. • Attach agenda and any presentation materials. • Additional notes, if applicable.
	2A 2.3. Conduct three (3) follow up site visits, with DPH, per participating site to review Smarter Mealtimes (SMT) strategy implementation and provide in-person technical assistance	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps. • Attach agenda and presentation materials. • Additional notes, if applicable.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Move children to access and choose healthy meals through Smarter Meal Times (SMT) strategies			
2A 3. Contractor shall implement Smarter Meal Times (SMT) strategies in ECE settings	2A 3.1 Implement a minimum of 3-5 Smarter Meal Times (SMT) strategies at each selected school site, reaching a minimum of 60 children	9/30/21	Activities entered into PEARS and kept on file: • Attach completed assessment tool(s). • Attach photos of strategies implemented.
2A 4. Outcome Evaluation: Contractor shall evaluate program impact	2A 4.1. Conduct Smarter Mealtimes (SMT) scorecard baseline assessment in collaboration with ECE staff; Improve Smarter Mealtime scorecard by at least one (1) level OR maintain a gold level	8/30/21	Activities entered into PEARS and kept on file: • Attach completed assessment tool(s). • Additional comments as needed.
Increase nutrition knowledge and skills			
2A 5 Contractor shall promote Smarter Meal Times (SMT) nutrition education activities.	2A 5.1. Promote parent-focused nutrition education classes to parents by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication to parents to ensure attendance at parent-focused nutrition education classes	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
2A 6. Contractor shall conduct nutrition education activities	2A 6.1. Promote, support and reinforce messages consistent with the CalFresh Healthy Living Program, including self-guided learning displays, posters, and educational boards throughout ECE settings that encourage healthy food and beverage choices	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	2A 6.2. Provide 50 total evidence-based nutrition education classes, 25 of which include taste tests, that reinforce healthy eating behavior to children in ECE settings, reaching a minimum number of 200 total children.	9/30/21	Activities entered into PEARS and kept on file: • Student attendance records attached.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Strategy 3: Daily Quality Physical Activity

Sub-Strategy A: Improve physical activity in early childcare education

Goals:
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that decrease access to and demand for unhealthy food
- Adopt, implement, maintain, and support programs, policies, and enhancements to the natural and built environment to increase physical activity opportunities

Objective:
A minimum of eight (8) ECE sites will **improve physical activity in early childcare education** by training early childcare and education providers to implement Coordinated Approach to Child Health Early Childhood (CEC), reaching a minimum of 400 children.

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			
3A 1. Contractor shall plan and coordinate activities	3A 1.1. Conduct a minimum of three (3) meetings per participating site and regularly communicate with ECE partners through phone calls, email, or other communication methods to provide continuing support and coordination for CEC implementation efforts, gather data, provide resources, and share information about physical activities	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Additional notes, if applicable.
	3A 1.2. Engage any additional appropriate ECE site partners to inform them of CEC programming and identify potential opportunities for collaboration	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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase and/or maintain institutional capacity to implement CEC activities in after-school settings			
3A 2. Contractor shall increase staff knowledge and skills	3A 2.1. A minimum of two (2) CalFresh Healthy Living Program staff participate in the 3-Day Train the Trainer CEC training	10/30/21	Activities entered into PEARS and kept on file: • Include in notes: attendees and associated ECE. • Attach agenda and presentation materials. • Additional notes, if applicable.
	3A 2.2. A minimum of two (2) staff members per participating ECE site to take CEC training from CalFresh Healthy Living Program staff	11/30/21	Activities entered into PEARS and kept on file and include in notes: • Attendees and associated ECE. • Attach agenda and presentation materials. • Additional notes, if applicable.
	3A 2.3. Schedule and conduct additional trainings as needed for new staff at each participating ECE site	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Attendees and associated ECE. • Attach agenda and presentation materials, if applicable. • Additional notes, if applicable.
	3A 2.4. Conduct a minimum of two (2) follow up site visits per ECE site to review progress and provide in-person technical assistance	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps. • Attach agenda and presentation materials. • Additional notes, if applicable.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase physical activity and nutrition knowledge and skills by implementing CEC physical activity programming in after-school settings, conduct assessments and evaluate outcomes			
3A 3. Contractor shall promote CEC activities	3A 3.1. Promote after-school CEC activities by distributing DPH-approved flyers, posters in school offices, classrooms, hallways, athletic areas, etc., and parent centers, reaching a minimum of 400 total children and parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
3A 4. Contractor shall conduct CEC activities in school sites	3A 4.1. Promote, support and reinforce physical activity opportunities in conjunction with healthy eating and active living messaging by distributing DPH-approved promotional and education materials (e.g. flyers, posters, PA brochures, learning displays, posters, and educational boards etc.) that reinforce and encourage physical activity to children and parents throughout the school campus, cafeteria, and parent centers, reaching a minimum of 400 children and parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	3A 4.2. ECE staff members to conduct a minimum of 480 total CEC physical activity sessions in participating after school sites, reaching a minimum of 400 total children	9/30/21	Activities entered into PEARS and kept on file: • Student attendance records attached.
	3A 4.3. ECE staff members to conduct a minimum of 62 total lessons from the CEC nutrition education program, reaching a minimum of 400 total children	9/30/21	Activities entered into PEARS and kept on file: • Student attendance records attached.

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Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
GAR 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:** Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one year of experience implementing public health or social service programs in underserved communities OR Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with minimum of one (1) year implementing nutrition education and obesity prevention programs **Job Duties:** 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 the liaison to DPH	Hired within 60 days of contract execution and as needed through 9/30/22	• Updated personnel reporting included in quarterly written reports; and. • Resume for all staff kept on file and submitted to DPH.
	AR 1.2. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR a minimum of two (2) years of experience as a Health Educator in underserved communities **Job Duties:** Support the Project Coordinator in the management, planning, and execution of the program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	AR 1.3. **Position:** Fiscal Analyst (1 staff member @ 0.2 FTE) **Job Duties:** 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 1.4. **Position:** Administrative Assistant (1 staff member @ 0.35 FTE) **Job Duties:** 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		
AR 2. Contractor shall complete contractual and fiscal management responsibilities	AR 4.1. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH. • Backup documentation submitted to DPH upon request.
	AR 4.2. Complete 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; and, • Letter of Completion kept on file.
	AR 4.3. 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 4.4. Participate in United States Department of Agriculture (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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
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. Participate in 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 quarterly reporting for Program Evaluation and Reporting System (PEARS) data entry for CalFresh Healthy Living Program strategies. Complete monthly reporting for nutrition education and physical activity classes	CalFresh Healthy Living Program strategies: End of each quarter Nut. Ed. and PA: Monthly	Activities entered into PEARS and kept on file.
	AR 3.5. Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published Dietary Guidelines for Americans	Annually, upon request	Summary report kept on file.
AR 4. Contractor shall secure certifications and permits	AR 4.1. Obtain ServSafe certification for staff to safely handle food prior to conducting food demonstrations	As needed	ServSafe kept certifications 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 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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General Program Deliverables and Activities (GPDA)

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

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 CalFresh Healthy Living Program activities			
GPDA 1. Contractor shall plan and coordinate activities	GPDA 1.1. Maintain 1 "Champion Teacher" (or ECE staff member) and 1 "Champion Parent" at each participating ECE site to serve as the point people/supporters to support implementation of CalFresh Healthy Living Program strategies at participating ECE sites	9/30/22	Activities entered into PEARS and kept on file: • Attach list of Champion Teachers and Champion Parents. • Additional notes, if applicable.
	GPDA 1.2. Communicate and collaborate with administrators and staff at each participating ECE site through meetings, phone calls, email, or other communication methods to present results of assessments and share current status of strategy implementation of CalFresh Healthy Living Program	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Additional notes, if applicable.
	GPDA 1.3. Communicate and collaborate with administrators and staff at each participating ECE site through meetings, phone calls, email, or other communication methods to develop or update a comprehensive action plan to implement CalFresh Healthy Living Program strategies	11/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Additional notes, if applicable. • Attach Action Plan.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	GPDA 1.4. Participate in a minimum of one (1) meeting with school wellness committees and/or entities that are involved in efforts to improve ECE health and wellness to present findings of assessments and evaluations, share research, identify opportunities for collaboration, provide support in school wellness policy language adoption, and provide information CalFresh Healthy Living Program strategy implementation	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.
Increase and/or maintain institutional capacity to conduct nutrition education activities			
GPDA 2. Contractor shall increase staff knowledge and skills	GPDA 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
	GPDA 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	GPDA 2.3. Attend annual SNAP-Ed Local Implementing Agencies (LIA) conference	Annually	Agenda to be kept on file
	GPDA 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	GPDA 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	GPDA 2.6. Participate in coalition focused on increasing water consumption and reducing consumption of sugar-sweetened beverages (quarterly)	Quarterly	Agenda to be kept on file
	GPDA 2.7. Participate in a minimum of three (3) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/22	Agenda to be kept on file
Increase nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3. Contractor shall promote nutrition education activities and information	GPDA 3.1. Promote parent-focused nutrition education classes to parents by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication to ensure attendance, reaching a minimum of 100 parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	GPDA 3.2. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition	9/30/22	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
		education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families		• Attach photos or screenshots of promotions.
GPDA 4. Contractor shall conduct nutrition education activities	GPDA 4.1.	Participate in 2 Days of Action, reaching a minimum of 100 children, parents, and staff combined: 1. *Healthy Snack Day* 2. *Rethink Your Drink* Day	9/30/22	Activities entered into PEARS and kept on file: • Attach photos of activity.
	GPDA 4.2.	Provide displays, posters, and educational boards throughout ECE sites and eating areas that reinforce and encourage healthy eating and physical activity	9/30/22	Activities entered into PEARS and kept on file: • Attach photos of displays, posters, and educational boards.
	GPDA 4.3.	Participate in 10 total ECE community events, (e.g. open house, back to school night, athletic events etc.), 1 per participating school site, to promote healthy food choices using nutrition education materials provided by DPH, conducting a food demonstration, or conducting a *Rethink Your Drink* demonstration, reaching a minimum of 200 total families	9/30/22	Activities entered into PEARS and kept on file: • Attach photos of activity.
	GPDA 4.4.	Conduct a minimum of 25 total nutrition education classes for parents, a minimum of 10 of which include a food demonstration, reaching a minimum of 250 total attendees	9/30/22	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards. • Sign in sheets kept on file.
GPDA 5. Outcome Evaluation: Contractor shall evaluate program impact	GPDA 5.1.	Coordinate with DPH to conduct the Site Level Assessment Questionnaire (SLAQ) for each participating ECE site	6/30/22	Activities entered into PEARS and kept on file: • Attach completed SLAQ forms.
	GPDA 5.2.	Conduct 50 matched pair assessments in nutrition education classes (pre-test and post-test from the same person) using a DPH-approved tool to assess change in fruit and vegetable consumption and food security status	5/31/22	• Activities entered into PEARS and kept on file. • Submit matched pairs to DPH.
	GPDA 5.3.	Participate in additional evaluation activities as requested by DPH	9/30/22	• Activities entered into PEARS and kept on file.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Communicate output and impact of CalFresh Healthy Living Program strategies			
GPDA 6. Contractor shall share information about program implementation	GPDA 6.1. Attend a minimum of one (1) staff meeting at each participating ECE site to provide program updates, successes, achievements and evaluation results of work completed	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.
	GPDA 6.2. Distribute a year-end fact sheet to ECE leadership (e.g. site administrators, food service staff, teachers, etc.) to share information about CalFresh Healthy Living Program strategies	9/30/22	Activities entered into PEARS and kept on file: • Attach fact sheet
	GPDA 6.3. 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.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

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

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:
Coordinate and conduct a minimum of **20 free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 1,000 total low-income children and parents.

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 planning meetings (in person or via phone call or email) to ensure Champion Teachers and Champion Parents understand roles and responsibilities/assignments	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. • Include roles and responsibilities. • Additional notes, if applicable.
	1A 1.2. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with DPH-funded Produce Distribution organization and DPH staff to discuss logistics and coordination of free produce "pickups" at participating ECE sites	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Additional notes, if applicable.
	1A 1.3. Establish volunteer teams at each participating site consisting of parents, staff, teachers, and service organizations to conduct free produce "pickups" at participating ECE sites	9/30/22	Activities entered into PEARS and kept on file: • Attach sign in sheet of volunteers for each free produce "pickup".

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase and/or maintain institutional capacity to coordinate and facilitate free produce "pickups"			
1A 2. Contractor shall increase staff knowledge and skills	1A 2.1. Provide ongoing training and technical assistance as needed to train Champion Parents, Champion Teachers, and volunteers on topics such as produce display, food safety, workflow, etc.	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
Increase access to healthy food through free produce "pickups", promote CalFresh Food Promotion, conduct assessments and evaluate outcomes			
1A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	1A 3.1. Engage a minimum of 10 members of target population through quantitative and/or qualitative methods, such as surveys and focus groups, with support from Champion Parents and Champion Teachers, to gauge interest, needs, and to provide guidance to conduct free produce "pickups"	9/30/22	Activities entered into PEARS and kept on file: • Summarize and include results of assessment in notes. • Attach example survey or other instruments.
	1A 3.2. At each free produce "pickup", offer a comment box or other anonymous method to receive participant feedback to improve and help guide future free produce "pickups"	9/30/22	Activities entered into PEARS and kept on file
1A 4. Contractor shall Promote free produce "pickups", CalFresh Food Promotion, and associated nutrition education classes	1A 4.1. Promote free produce "pickups" and associated nutrition education activities by distributing DPH-approved flyers and posters, through email, social media, and any other form of communication to children and families, reaching a minimum of 500 total children and parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	1A 4.2. Promote CalFresh Food Promotion by distributing DPH-approved flyers and posters, through email, social media, and any other form of communication provided by the County of Los Angeles, to children and families, reaching a minimum of 500 total children and parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	1A 4.3. Provide CalFresh Food Promotion brochures in parent resource centers and other places where parents can access	9/30/22	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Attach photos or screenshots of promotions
1A 5. Contractor shall conduct free produce "pickups" at ECE sites	1A 5.1. Conduct a minimum of 20 total free produce "pickups", reaching a minimum of 1,000 total student and parent attendees	9/30/22	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets. • Attach photos of free produce "pickups". • Photo release forms kept on file.
1A 6. Contractor shall Coordinate a CalFresh Food Promotion community forum	1A 6.1. Upon request of the County of Los Angeles, coordinate with DPH to host or participate in a community forum to provide information about CalFresh Food Promotion	9/30/21	Quarterly Report: • Include completed DPH-approved tracking sheets. • Include photos of CalFresh Food Promotion community forum. • Include photo release forms.
1A 7. Outcome Evaluation: Contractor shall evaluate program impact	1A 7.1. Coordinate with DPH to conduct an evaluation of free produce "pickups"	6/30/22	Activities entered into PEARS and kept on file: • Attach completed DPH-approved evaluation tool(s). • Include results of evaluation in notes.
Increase nutrition knowledge and skills			
1A 8. Contractor shall conduct nutrition education activities	1A 8.1. Conduct a minimum of five (5) total single-session nutrition education classes that include a food demonstration at free produce "pickups", reaching a minimum of 50 total attendees	9/30/22	Activities entered into PEARS and kept on file: • Participant Data Cards Sign in Sheets kept on file.
	1A 8.2. Conduct taste tests and/or food demonstrations at a minimum of 10 total free produce "pickups", reaching a minimum of 500 total attendees	9/30/22	Activities entered into PEARS and kept on file.
	1A 8.3. Promote healthy eating and beverage choices by distributing DPH-provided culturally and linguistically appropriate nutrition education	9/30/22	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	materials (e.g. tip sheets, recipe books) at each free produce "pickup", reaching a minimum of 650 total attendees		• Attach photos or screenshots of promotions.
	1A 8.4. Participate in CalFresh Food Promotion Awareness Month activity (at the request of the County), reaching a minimum of 50 total parents	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Strategy 2: Behavioral Economics
Sub-Strategy A: **Smarter Meal Times (SMT)**

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that decrease access to and demand for unhealthy food

Objective:
A minimum two (2) ECE sites will implement **3-5 Smarter Meal Times (SMT)** strategies each and **improve their SMT scorecard by at least 1 level or maintain gold level,** reaching a minimum of 60 children.

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			
2A 1. Contractor shall plan and coordinate activities	2A 1.1. Coordinate and collaborate with "Champion Teachers", ECE site staff, and "Champion Parents" at each participating site to identify staff-level champions to support Smarter Meal Times (SMT) strategies, including assessment, planning, and implementation	12/31/21	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. • Include roles and responsibilities. • Additional notes, if applicable.
	2A 1.2. Meet and/or communicate through phone calls, email, or other communication methods with key ECE site staff a minimum of four (4) times per participating site to provide program updates, plan Smarter Meal Times (SMT) strategies as needed, gather data and feedback, identify and secure needed resources, and troubleshoot obstacles and barriers	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Include roles and responsibilities. • Additional notes, if applicable.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 1: EARLY CHILDCARE AND EDUCATION
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Increase and/or maintain institutional capacity to implement Smarter Meal Times (SMT)			
2A 2. Contractor shall increase staff knowledge and skills	2A 2.1. Conduct a minimum of two (2) staff trainings at each ECE site on implementing Smarter Mealtimes (SMT) strategies, Champion Teacher(s), food service staff, and any other appropriate staff	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
	2A 2.2. Meet or communicate through phone calls, email, or other communication methods with ECE staff as needed to provide additional technical assistance and training to implement Smarter Meal Times (SMT) strategies	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, topic of training, key outcomes, and next steps. • Attach agenda and any presentation materials. • Additional notes, if applicable.
	2A 2.3. Conduct 3 follow up site visits, with DPH, per participating site to review Smarter Mealtimes (SMT) strategy implementation and provide in-person technical assistance	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps. • Attach agenda and presentation materials. • Additional notes, if applicable.
Move children to access and choose healthy meals through Smarter Meal Times (SMT) strategies			
2A 3. Contractor shall implement Smarter Meal Times (SMT) strategies in ECE settings	2A 3.1. Implement a minimum of 3-5 Smarter Meal Times (SMT) strategies at each selected school site, reaching a minimum of 60 children.	9/30/22	Activities entered into PEARS and kept on file: • Attach completed assessment tool(s). • Attach photos of strategies implemented.
2A 4. Outcome Evaluation:	2A 4.1. Conduct food waste audit post-assessment using *USDA/EPA Guide to Conducting Student Food Waste Audits: A Resource for Schools*	9/30/22	Activities entered into PEARS and kept on file:

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Contractor shall evaluate program impact			• Attach completed Assessment tool(s). • Additional notes as applicable.
	2A 4.2. Conduct Smarter Mealtimes (SMT) scorecard post-assessment in collaboration with ECE staff; Improve Smarter Mealtime scorecard by at least 1 level OR maintain a gold level	7/31/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • List of staff and community members involved in assessment activities in comments. • Additional comments as needed.
Increase nutrition knowledge and skills			
2A 5. Contractor shall promote Smarter Meal Times (SMT) nutrition education activities	2A 5.1. Promote parent-focused nutrition education classes to parents by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication to parents to ensure attendance at parent-focused nutrition education classes	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
2A 6. Contractor shall conduct nutrition education activities	2A 6.1. Promote, support and reinforce messages consistent with the CalFresh Healthy Living Program, including self-guided learning displays, posters, and educational boards throughout ECE settings that encourage healthy food and beverage choices	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	2A 6.2. Provide 50 total evidence-based nutrition education classes, 25 of which include taste tests, that reinforce healthy eating behavior to children in ECE settings, reaching a minimum number of 200 total children.	9/30/22	Activities entered into PEARS and kept on file • Student attendance records attached

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Strategy 3: Daily Quality Physical Activity
Sub-Strategy A: Improve physical activity in early childcare education

Goals:

- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food
- Adopt, implement, maintain, and support programs and policies that decrease access to and demand for unhealthy food
- Adopt, implement, maintain, and support programs, policies, and enhancements to the natural and built environment to increase physical activity opportunities

Objective:
A minimum of eight (8) ECE sites will **improve physical activity in early childcare education** by training early childcare and education providers to implement Coordinated Approach to Child Health Early Childhood (CEC), reaching a minimum of 400 children.

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			
3A 1. Contractor shall plan and coordinate activities	3A 1.1. Conduct a minimum of three (3) meetings per participating site and regularly communicate with ECE partners through phone calls, email, or other communication methods to provide continuing support and coordination for CEC implementation efforts, gather data, provide resources, and share information about PA activities	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next step. • Additional notes, if applicable.
	3A 1.2. Engage any additional appropriate ECE site partners to inform them of CEC programming and identify potential opportunities for collaboration	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.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

Increase and/or maintain institutional capacity to implement CEC activities in after-school settings			
3A 2. Contractor shall increase staff knowledge and skills	3A 2.1. Schedule and conduct additional trainings as needed for new staff at each participating ECE site	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Attendees and associated ECE. • Attach agenda and presentation materials, if applicable. • Additional notes, if applicable.
	3A 2.2. Conduct a minimum of two (2) follow up site visits per ECE site to review progress and provide in-person technical assistance	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps. • Attach agenda and presentation materials. • Additional notes, if applicable.
Increase physical activity and nutrition knowledge and skills by implementing CEC physical activity programming in after-school settings, conduct assessments and evaluate outcomes			
3A 3. Contractor shall promote CEC activities	3A 3.1. Promote after-school CEC activities by distributing DPH-approved flyers, posters in school offices, classrooms, hallways, athletic areas, etc., and parent centers, reaching a minimum of 400 total children and parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
3A 4. Contractor shall conduct CEC activities in school sites	3A 4.1. Promote, support and reinforce physical activity opportunities in conjunction with healthy eating and active living messaging by distributing DPH-approved promotional and education materials (e.g. flyers, posters, PA brochures, learning displays, posters, and educational boards etc.) that reinforce and encourage physical activity to children and parents throughout the school campus, cafeteria, and parent centers, reaching a minimum of 400 children and parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	3A 4.2. ECE staff members to conduct a minimum of 480 total CEC physical activity sessions in participating after school sites, reaching a minimum of 400 total children	9/30/22	Activities entered into PEARS and kept on file: • Student attendance records attached.

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Contractors in this Category will work with ten (10) ECE sites to accomplish the following goals, outcomes, and objectives.

	3A 4.3. ECE staff members to conduct a minimum of 62 total lessons from the CEC nutrition education program, reaching a minimum of 400 total children	9/30/22	Activities entered into PEARS and kept on file: • Student attendance records attached.
3A 5. Outcome Evaluation: Contractor shall evaluate program impact	3A 5.1. Conduct post-assessment using the *Nutrition and Physical Activity Self-Assessment for Child Care* (*NAPSACC) Infant & Child Physical Activity Self-Assessment*	7/31/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.