COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** 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 year implementing nutrition education and obesity prevention programs **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as a liaison to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports; and • Resume for all staff kept on file and submitted to DPH.
	AR 1.2. **Position:** Assistant Project Coordinator/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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SAMPLE SCOPE OF WORK
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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	Job Duties: Management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members, as well as coordinating and collaborating with the Health Educator to conduct nutrition education and physical activities		
	AR 1.3. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, or other relevant degree OR a Bachelor's Degree in a similar field and minimum of two (2) years of experience implementing public health or social service programs in underserved communities **Job Duties:** This person is responsible for conducting nutrition education and reporting activities		
	AR 1.1. **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 @ 0.4 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	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 1 annual programmatic and fiscal contract review and audit by the Division of Chronic Disease and Injury Prevention (CDIP),	6/30/20	• Signed Audit Documents kept on file and with DPH; and

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
management responsibilities	including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster		• Letter of Completion kept on file
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. (*Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	• Letter of Completion from CMU kept on file
	AR 2.4. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	• Letter of Completion from USDA Western Regional Office/CA. Dept. of Social Services
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes. Kept on file at DPH
	AR 3.3. Complete PEARS data entry for CalFresh Healthy Living Program strategies. Completemonthly 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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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 5. Contractor shall secure certifications and permits	AR 5.1. Obtain ServSafe certification 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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SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with eight (8) food pantry 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. Coordinate with DPH to select food pantry sites to implement CalFresh Healthy Living Program strategies based on SNAP-Ed and DPH established criteria (e.g. geographic spread, proximity to other SNAP-Ed funded partners, obesity prevalence, and racial/ethnic diversity)	6/30/20	Activities entered into PEARS and kept on file and include in notes: • Key objectives and outcomes from meetings, and next steps • List of selected sites • MOU • Additional notes, if applicable
	GPDA 1.2. Educate, inform, and engage food pantry management, staff, and NPP Ambassadors from participating sites on strategies to be implemented. • CalFresh Food Promotion • Nutrition Pantry Program	6/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps • Additional notes, if applicable
	GPDA 1.3. Communicate and collaborate with NPP Ambassadors and food pantry management at each participating food pantry site through phone calls, email, or other communication methods to present results of assessments and share current status of strategy implementation of CalFresh Healthy Living Program strategies in participating 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 • Attach Action Plan
	GPDA 1.4. Communicate and collaborate with NPP Ambassadors and food pantry management at each participating food pantry site through phone calls, email, or other communication methods to develop or	9/30/20	Activities entered into PEARS and kept on file and include in notes:

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SAMPLE SCOPE OF WORK
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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	update a comprehensive action plan to implement CalFresh Healthy Living Program strategies in participating sites		• 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
Increase staff knowledge and skills, nutrition knowledge and skills of target population			
GPDA 2. Contractor shall increase staff knowledge and skills	GPDA 2.1. Newly hired staff to view 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 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 LIA conference	Annually	Agenda to be kept on file
	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* collaborative 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
	GPDA 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 information	GPDA 3.1. 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	GPDA 4.1. Participate in two(2) Days of Action, reaching a minimum of 200 total participants	9/30/20	Activities entered into PEARS and kept on file:

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
nutrition education activities	1. *Healthy Snack Day* 2. *Rethink Your Drink* Day		• Attach photos of activities
	GPDA 4.2. Conduct a minimum of three (3) *Rethink Your Drink* demonstrations at participating food pantries, reaching at a minimum of 150 total participants	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of activities
	GPDA 4.3. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption throughout food pantry settings and near fresh water access points	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of promotions
GPDA 5. Outcome Evaluation: Contractor shall evaluate program impact	GPDA 5.1. 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	GPDA 6.1. Attend a minimum of one (1) staff meeting per food pantry site to provide program updates, successes, achievements, and evaluation results of work completed	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 • Additional notes, if applicable
	GPDA 6.2. Distribute a year-end fact sheet to food pantry managers, staff, and volunteers to share information about CalFresh Healthy Living Program Strategy implementation	9/30/20	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	9/30/20	Activities entered into PEARS and kept on file
	GPDA 6.4. Using a DPH-provided template, submit a press release to local media outlets to announced 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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SAMPLE SCOPE OF WORK
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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Foods and Beverages

Sub-Strategy A: 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:
Promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum number of 250 individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase and/or maintain institutional capacity to promote CalFresh Food			
1A 1. Contractor shall increase staff knowledge and skills	1A 1.1. Coordinate with DPH to conduct a minimum of one (1) training for food pantry staff at each participating food pantry site to increase understanding of food insecurity and its relationship to obesity	9/30/20	Activities entered into PEARS and kept on file: • Attach sign-in sheet • Attach agenda and presentation materials
Increase access to healthy food by promoting CalFresh Food			
1A 2. Contractor shall promote CalFresh Food	1A 2.1. Promote CalFresh 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 individuals	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
1A 3. Contractor shall coordinate CalFresh Food community forum	1A 3.1. 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	9/30/20	Quarterly Report: • Include completed DPH-approved tracking sheets • Include photos of CalFresh Food community forum • Include photo release forms
Increase nutrition knowledge and skills			
1A 4. Contractor shall conduct nutrition education activities	1A 4.1. Participate in CalFresh Food Awareness Month activity (at the request of the County), reaching a minimum of 50 total participants	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Strategy 2: Comprehensive
Sub-Strategy A: Nutrition Pantry Program

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:
Plan and prepare to Implement the **Nutrition Pantry Program (NPP)** in a minimum of eight (8) food pantry sites.

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. Meet with nutrition pantry administrators and NPP ambassadors at each food pantry to sign NPP partnership agreement for each participating food pantry site	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 • Attach Action Plan
	2A 1.2. Identify local influencers (NPP Ambassadors) chosen from pantry staff or volunteers	9/30/20	Activities entered into PEARS and kept on file and include in notes: name of NPP ambassadors and associated food pantry
Increase and/or maintain institutional capacity to implement NPP			
2A 2. Contractor shall increase staff knowledge and skills	2A 2.1. Project Coordinator and staff must attend one-day NPP Training for Organizational Implementers	8/30/20	Activities entered into PEARS and kept on file: • Attach agenda and presentation materials, if applicable • Additional notes, if applicable
	2A 2.2. Distribute NPP information, resources, and materials as needed to staff and volunteers at participating food pantry sites	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Materials provided • Attach example materials, if applicable
Increase healthy food and beverage consumption by implementing the NPP, conduct assessments and evaluate outcomes			

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UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
2A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	2A 3.1. Engage a minimum of 25 food pantry participants through quantitative and/or qualitative methods, such as surveys and focus groups, in collaboration with NPP ambassadors, to gauge interest, needs, and to provide guidance to implement the NPP and nutrition education activities	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
	2A 3.2. Conduct formative research with donors and partners (e.g. key informant interviews, focus groups, and/or surveys) to present client survey assessment results, gather community feedback and input and identify facilitators and barriers related to healthy community food pantries and priorities around pantry improvement	6/30/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s) • Include results of surveys in notes
2A 4. Contractor shall romote NPP	2A 4.1. Utilize social media to highlight successes and accomplishments of NPP activities and nutrition ed. classes	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
Increase nutrition knowledge and skills			
2A 5. Contractor shall promote nutrition education activities	2A 5.1. Promote nutrition education classes by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum number of 500 total people	9/30/20	Activities entered into PEARS and kept on file: • Photos or screenshots of promotions
2A 6. Contractor shall conduct nutrition education activities	2A 6.1. Promote healthy eating and beverage choices by distributing DPH provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at participating food pantries, reaching a minimum of 500 total SNAP-Ed eligible participants	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	2A 6.2. Conduct 25 total evidence-based education classes spanning eight (8) participating food pantries, 12 of which include a food demonstration or taste test, reaching a minimum of 250 total attendees	9/30/20	Activities entered into PEARS and kept on file: • Participant Data Cards Sign in Sheets kept on file
	2A 6.3. Conduct a minimum of five (5) total taste tests and/or food demonstrations spanning eight (8) food pantries, reaching a minimum of 500 total attendees	9/30/20	Activities entered into PEARS and kept on file

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AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
OCTOBER 1, 2020– SEPTEMBER 30, 2021

Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** 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 year implementing nutrition education and obesity prevention programs **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as a liaisonto 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:** Assistant Project Coordinator/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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AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
OCTOBER 1, 2020– SEPTEMBER 30, 2021

Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	Job Duties: Management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members, as well as coordinating and collaborating with the Health Educator to conduct nutrition education and physical activities		
	AR 1.3. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, or other relevant degree OR a Bachelor's Degree in a similar field and minimum of two(2) years of experience implementing public health or social service programs in underserved communities **Job Duties:** This person is responsible for conducting nutrition education and reporting activities		
	AR 1.4. **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 1.5. **Position:** Administrative Assistant (1 staff member @ 0.4 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	AR 2.1. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
contractual and fiscal management responsibilities			• Backup documentation submitted to DPH upon request
	AR 2.2. Complete one (1) annual programmatic and fiscal contract review and audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/21	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. *Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	• Letter of Completion from CMU kept on file
	AR 2.4. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, (*Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	• Letter of Completion from USDA Western Regional Office/CA. Dept. of Social Services
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes. Kept on file at DPH
	AR 3.3. 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 PEARS data entry for CalFresh Healthy Living Program strategies, AR 3.5. Complete monthly reporting for nutrition education and physical activity classes	CalFresh Healthy Living Program strategies: End of each quarter	Activities entered into PEARS and kept on file

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
		Nut. Ed. and PA: Monthly	
	AR 3.6. 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 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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SCOPE OF WORK
AGENCY NAME

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CATEGORY 4: FOOD BANKS/FOOD PANTRIES
OCTOBER 1, 2020– SEPTEMBER 30, 2021

Contractors in this category will work with eight (8) food pantry 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. Identify local influencers (NPP Ambassadors) chosen from pantry staff or volunteers	11/30/21	Activities entered into PEARS and kept on file and include in notes: • Name of NPP ambassadors and associated food pantry
	GPDA 1.2. Communicate and collaborate with NPP Ambassadors and food pantry management at each participating food pantry site through phone calls, email, or other communication methods to present results of assessments and share current status of strategy implementation of CalFresh Healthy Living Program strategies in participating 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 • Attach Action Plan
Increase staff knowledge and skills, nutrition knowledge and skills of target population			
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 (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 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

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
	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 information	GPDA 3.1.	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
GPDA 4. Contractor shall conduct nutrition education activities	GPDA 4.1.	Participate in two (2) Days of Action, reaching a minimum of 200 total participants 1. *Healthy Snack Day* 2. *Rethink Your Drink* Day	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of activities
	GPDA 4.2.	Conduct a minimum of eight (8) *Rethink Your Drink* demonstrations at participating food pantries, reaching at a minimum of 400 total participants	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of activities
	GPDA 4.3.	Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption throughout food pantry settings and near fresh water access points	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of promotions
GPDA 5. Outcome Evaluation: Contractor shall evaluate program impact	GPDA 5.1.	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
	GPDA 5.2.	Participate 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				

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
GPDA 6. Contractor shall share information about program implementation	GPDA 6.1. Attend a minimum of one (1) staff meeting per food pantry site to provide program updates, successes, achievements, and evaluation results of work completed	9/30/21	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 • Additional notes, if applicable
	GPDA 6.2. Distribute a year-end fact sheet to food pantry managers, staff, and volunteers to share information about CalFresh Healthy Living Program Strategy implementation	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 eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Foods and Beverages
Sub-Strategy A: 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:
Promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum number of 500 total individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase and/or maintain institutional capacity to promote CalFresh Food			
1A 1. Contractor shall increase staff knowledge and skills	1A 1.1. Coordinate with DPH to conduct a minimum of one (1) training for food pantry staff at each participating food pantry site to increase understanding of food insecurity and its relationship to obesity	9/30/21	Activities entered into PEARS and kept on file: • Attach sign-in sheet • Attach agenda and presentation materials
Increase access to healthy food by promoting CalFresh Food			
1A 2. Contractor shall promote CalFresh Food	1A 2.1. Promote CalFresh 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 500 total individuals	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
1A 3. Contractor shall coordinate CalFresh Food community forum	1A 3.1. 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	9/30/21	Quarterly Report: • Include completed DPH-approved tracking sheets • Include photos of CalFresh Food community forum • Keep photo release forms on file
Increase nutrition knowledge and skills			
1A 4. Contractor shall conduct nutrition education activities	1A 4.1. Participate in CalFresh Food Awareness Month activity (at the request of the County), reaching a minimum of 50 total participants	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Strategy 2: Comprehensive
Sub-Strategy A: Nutrition Pantry Program

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:
Implement the **Nutrition Pantry Program (NPP)** in a minimum of 8 food pantry sites.

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. Meet with nutrition pantry administrators and NPP ambassadors at each food pantry to develop an NPP work plan based on assessment results for a minimum of four (4) participating food pantry sites within two (2) months of NPP project initiation	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 • Attach Action Plan
Increase and/or maintain institutional capacity to implement NPP			
2A 2. Contractor shall increase staff knowledge and skills	2A 2.1. Conduct a one (1)-day training for all participating food pantry site staff on NPP implementation at the beginning of NPP implementation at each participating site (may be done as one training for all participating sites combined or separate trainings for participating sites)	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key outcomes, and next steps • Attach agenda and any applicable presentation materials • Additional notes, if applicable
	2A 2.2. Distribute NPP information, resources, and materials as needed to staff and volunteers at participating food pantry sites	9/30/21	Activities entered into PEARS and kept on file: • Include in notes: materials provided • Attach example materials, if applicable

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	2A 2.3. Coordinate with food pantries to visit participating food pantry sites a minimum of three (3) times to review NPP implementation and provide tools, resources, and 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 • Agenda and presentation materials • Additional notes, if applicable
Increase healthy food and beverage consumption by implementing the NPP, conduct assessments and evaluate outcomes			
2A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	2A 3.1. Engage a minimum of 10 food pantry participants through quantitative and/or qualitative methods, such as surveys and focus groups, in collaboration with NPP ambassadors, to gauge interest, needs, and to provide guidance to implement the NPP and nutrition education activities	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
	2A 3.2. Conduct formative research with donors, and partners (e.g. key informant interviews, focus groups, and/or surveys) to present client survey assessment results, gather community feedback and input and identify facilitators and barriers related to healthy community food pantries and priorities around pantry improvement within one month of project initiation	9/30/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s) • Include results of surveys in notes
2A 4. Contractor shall promote NPP	2A 4.1. Utilize social media to highlight successes and accomplishments of NPP activities and nutrition ed. classes	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
2A 5. Contractor shall implement NPP strategies in food bank and/or food pantries	2A 5.1. Implement the NPP work plan that addresses the six (6) areas of the NPP: “Community Connections”, “Inventory and Purchasing”, “Nutrition Goals and Pantry Plans”, “Environment” and Behavioral Economics, “Cultural and Dietary Accommodations”, and Adopt new policies that promote distribution of healthy food	9/30/21	Activities entered into PEARS and kept on file: • Attach NPP tracking tools • Attach photos of activities • Additional notes, if applicable
2A 6. Outcome Evaluation:	2A 6.1. Conduct pre-assessment at each participating food pantry site using a DPH-approved assessment (e.g. Healthy Food Pantry	9/30/21	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Contractor shall evaluate program impact	Assessment) in collaboration with pantry staff and volunteers within one (1) month of project initiation		• Attach completed Healthy Food Pantry Assessment
	2A 6.2. Conduct post-assessment at each participating food pantry site using a DPH-approved assessment (e.g. Healthy Food Pantry Assessment) in collaboration with pantry staff and volunteers within six (6) months of project initiation	9/30/21	Activities entered into PEARS and kept on file: • Attach completed Healthy Food Pantry Assessment
	2A 6.3. Work with Leah's Pantry to support participating sites to become a certified pantry	9/30/21	Activities entered into PEARS and kept on file: • Attach NPP certification
Increase nutrition knowledge and skills			
2A 7. Contractor shall promote nutrition education activities	2A 7.1. Promote nutrition education classes by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum number of 500 total people	9/30/21	Activities entered into PEARS and kept on file: • Photos or screenshots of promotions
2A 8. Contractor shall conduct nutrition education activities	2A 8.1. Promote healthy eating and beverage choices by distributing DPH provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at participating food pantries, reaching a minimum of 1,000 total SNAP-Ed eligible participants	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	2A 8.2. Conduct 100 total evidence-based education classes spanning eight participating food pantries, 80 of which include a food demonstration or taste test, reaching a minimum of 1,000 total attendees	9/30/21	Activities entered into PEARS and kept on file: • Participant Data Cards Sign in Sheets kept on file
	2A 8.3. Conduct a minimum of 20 total taste tests and/or food demonstrations spanning eight food pantries, reaching a minimum of 2,000 total attendees	9/30/21	Activities entered into PEARS and kept on file

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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 have 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 year implementing nutrition education and obesity prevention programs **Job Duties:** This person is responsible for overall management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as a liaison to DPH	Hired within 60 days of contract execution and as needed through 9/30/22	• Updated personnel reporting included in quarterly written reports; and • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Assistant Project Coordinator/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		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	minimum of two (2) years of experience as a Health Educator in underserved communities **Job Duties:** Management, planning, and execution of the process objectives, program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members, as well as coordinating and collaborating with the Health Educator to conduct nutrition education and physical activities		
	AR 1.3. **Position:** Health Educator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, or other relevant degree OR a Bachelor's Degree in a similar field and minimum of two (2) years of experience implementing public health or social service programs in underserved communities **Job Duties:** This person is responsible for conducting nutrition education and reporting activities		
	AR 1.4. **Position:** Fiscal Analyst (1 staff member @ 0.15 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 1.5. **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		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 2. Contractor shall complete contractual and fiscal management responsibilities	AR 2.1. Submit monthly invoices and maintain backup expense documentation	Monthly	• Monthly invoice submitted to DPH • Backup documentation submitted to DPH upon request
	AR 2.2. Complete one (1) annual programmatic and fiscal contract review and audit by the Division of Chronic Disease and Injury Prevention (CDIP), including Annual Contract Audit site visit, Quarterly time study, Semi-Annual Certificate of Activity (SACA), and Justice for All Poster	6/30/22	• Signed Audit Documents kept on file and with DPH • Letter of Completion kept on file
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. (*Note: agencies are randomly selected by DPH and may not be required to participate)*	Upon request	• Letter of Completion from CMU kept on file
	AR 2.4. Participate in USDA Western Regional Office (WRO)/CA Dept. of Social Services (CDSS) Management Evaluation and site visit, including preparation and maintenance of documents, *(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)*	Upon request	• Letter of Completion from USDA Western Regional Office/CA. Dept. of Social Services
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter 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 PEARS data entry for CalFresh Healthy Living Program strategies, monthly reporting for nutrition education and physical activity classes	CalFresh Healthy Living Program strategies: End of each quarter	Activities entered into PEARS and kept on file

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
		Nut. Ed. and PA: Monthly	
	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 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)	9/30/22	Documents kept on file and submitted to DPH

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Contractors in this category will work with eight (8) food pantry 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. Identify local influencers (NPP Ambassadors) chosen from pantry staff or volunteers	11/30/22	Activities entered into PEARS and kept on file and include in notes: • Name of NPP ambassadors and associated food pantry
	GPDA 1.2. Communicate and collaborate with NPP Ambassadors and food pantry management at each participating food pantry site through phone calls, email, or other communication methods to present results of assessments, share current status of strategy implementation, and develop or update a comprehensive action plan to implement CalFresh Healthy Living Program strategies in participating 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
	GPDA 1.3. Communicate and collaborate with NPP Ambassadors and food pantry management at each participating food pantry site through phone calls, email, or other communication methods to develop or update a comprehensive action plan to implement CalFresh Healthy Living Program strategies in participating sites	11/30/21	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 Action Plan
Increase staff knowledge and skills, nutrition knowledge and skills of target population			

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
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 (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 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. promote nutrition education information	GPDA 3.1. 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	9/30/22	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 200 total participants 1. Healthy Snack Day 2. *Rethink Your Drink* Day	9/30/22	Activities entered into PEARS and kept on file: • Attach photos of activities
	GPDA 4.2. Conduct a minimum of eight (8) *Rethink Your Drink* demonstrations at participating food pantries, reaching at a minimum of 400 total participants	9/30/22	Activities entered into PEARS and kept on file Attach photos of activities
	GPDA 4.3. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption throughout food pantry settings and near fresh water access points	9/30/22	Activities entered into PEARS and kept on file: • Attach photos of promotions

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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
GPDA 5. Outcome Evaluation: Contractor shall evaluate program impact	GPDA 5.1. 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 5.2. Participate in additional evaluation activities as requested by DPH	9/30/22	• 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 per food pantry site to provide program updates, successes, achievements, and evaluation results of work completed	9/30/22	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 • Additional notes, if applicable
	GPDA 6.2. Distribute a year-end fact sheet to food pantry managers, staff, and volunteers to share information about CalFresh Healthy Living Program Strategy implementation	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 eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Strategy 1: Access to Healthy Foods and Beverages
Sub-Strategy A: 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:
Promote **CalFresh Food *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum number of 500 total individuals.

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase and/or maintain institutional capacity to promote CalFresh Food			
1A 1. Contractor shall increase staff knowledge and skills	1A 1.1. Coordinate with DPH to conduct a minimum of one (1) training for food pantry staff at each participating food pantry site to increase understanding of food insecurity and its relationship to obesity	9/30/22	Activities entered into PEARS and kept on file: • Attach sign-in sheet • Attach agenda and presentation materials
Increase access to healthy food by promoting CalFresh Food			
1A 2. Contractor shall promote CalFresh Food	1A 2.1. Promote CalFresh 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 500 total individuals	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
1A 3. Contractor shall coordinate CalFresh Food community forum	1A 3.1. 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	9/30/22	Quarterly Report: • Include completed DPH-approved tracking sheets • Include photos of CalFresh Food community forum • Keep photo release forms on file
Increase nutrition knowledge and skills			
1A 4. Contractor shall conduct nutrition education activities	1A 4.1. Participate in CalFresh Food Awareness Month activity (at the request of the County), reaching a minimum of 50 total participants	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

Strategy 2: Comprehensive
Sub-Strategy A: Nutrition Pantry Program

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:
Implement the **Nutrition Pantry Program (NPP)** in a minimum of 8 food pantry sites.

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. Meet with nutrition pantry administrators and NPP ambassadors at each food pantry to develop an NPP work plan based on assessment results for the remaining food pantry sites within two (2) months of NPP project initiation	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 • Attach Action Plan
Increase and/or maintain institutional capacity to implement NPP			
2A 2. Contractor shall increase staff knowledge and skills	2A 2.1. Conduct a one (1)day training for all participating food pantry site staff on NPP implementation at the beginning of NPP implementation at remaining food pantry sites (may be done as one training for all participating sites combined or separate trainings for participating sites)	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key outcomes, and next steps • Attach agenda and any applicable presentation materials • Additional notes, if applicable
	2A 2.2. Distribute NPP information, resources, and materials as needed to staff and volunteers at participating food pantry sites	9/30/22	Activities entered into PEARS and kept on file: • Include in notes: materials provided • Attach example materials, if applicable

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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	2A 2.3. Coordinate with food pantries to visit participating food pantry sites a minimum of three (3) times to review NPP implementation and provide tools, resources, and 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 • Agenda and presentation materials • Additional notes, if applicable
Increase healthy food and beverage consumption by implementing the NPP, conduct assessments and evaluate outcomes			
2A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	2A 3.1. Engage a minimum of 25 food pantry participants through quantitative and/or qualitative methods, such as surveys and focus groups, in collaboration with NPP ambassadors, to gauge interest, needs, and to provide guidance to implement the NPP and nutrition education activities	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
	2A 3.2. Conduct formative research with donors, and partners (e.g. key informant interviews, focus groups, and/or surveys) to present client survey assessment results, gather community feedback and input and identify facilitators and barriers related to healthy community food pantries and priorities around pantry improvement within one month of project initiation	9/30/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s) • Include results of surveys in notes
2A 4. Contractor shall promote NPP	2A 4.1. Utilize social media to highlight successes and accomplishments of NPP activities and nutrition ed. classes	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
2A 5. Contractor shall implement NPP strategies in food bank and/or food pantries	2A 5.1. Implement the NPP work plan that addresses the 6 areas of the NPP: “Community Connections”, “Inventory and Purchasing”, “Nutrition Goals and Pantry Plans”, “Environment” and Behavioral Economics, “Cultural and Dietary Accommodations”, and Adopt new policies that promote distribution of healthy food	9/30/22	Activities entered into PEARS and kept on file: • Attach NPP tracking tools • Attach photos of activities • Additional notes, if applicable
2A 6. Outcome Evaluation:	2A 6.1. Conduct pre-assessment at each participating food pantry site using a DPH-approved assessment (e.g. Healthy Food Pantry	9/30/22	Activities entered into PEARS and kept on file:

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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 4: FOOD BANKS/FOOD PANTRIES
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Contractors in this category will work with eight (8) food pantry sites to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Contractor shall evaluate program impact	Assessment) in collaboration with pantry staff and volunteers within one (1) month of project initiation		• Attach completed Healthy Food Pantry Assessment
	2A 6.2. Conduct post-assessment using a DPH-approved assessment (e.g. Healthy Food Pantry Assessment) in collaboration with pantry staff and volunteers within six (6) months of project initiation or end of program year, whichever comes first	9/30/22	Activities entered into PEARS and kept on file: • Attach completed Healthy Food Pantry Assessment
	2A 6.3. Work with Leah's Pantry to support participating sites to become a certified pantry	9/30/22	Activities entered into PEARS and kept on file: • Attach NPP certification
Increase nutrition knowledge and skills			
2A 7. Contractor shall promote nutrition education activities	2A 7.1. Promote nutrition education classes by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum number of 500 total people	9/30/22	Activities entered into PEARS and kept on file: • Photos or screenshots of promotions
2A 8. Contractor shall conduct nutrition education activities	2A 8.1. Promote healthy eating and beverage choices by distributing DPH provided culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books) at participating food pantries, reaching a minimum of 1,000 total SNAP-Ed eligible participants	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	2A 8.2. Conduct 100 total evidence-based education classes spanning eight participating food pantries, 80 of which include a food demonstration or taste test, reaching a minimum of 1,000 total attendees	9/30/22	Activities entered into PEARS and kept on file: • Participant Data Cards Sign in Sheets kept on file
	2A 8.3. Conduct a minimum of 20 total taste tests and/or food demonstrations spanning eight food pantries, reaching a minimum of 2,000 total attendees	9/30/22	Activities entered into PEARS and kept on file