COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS
UPON EXECUTION – SEPTEMBER 30, 2020

Contractors in this Category will work with five (5) school sites in their district 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 (1) 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 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. • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Health Educator/Adult Ally (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:** 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 @ 0.5 FTE) **Job Duties:** Support program implementation and tracking process objective, program deliverables, including data entry, file management, logistics and coordination of meetings and other program needs, and general program support.		
	AR 1.5. **Position:** Five (5) *CalFresh Healthy Living Program Champion Teachers* (stipend position) **Job Duties:** Support CalFresh Healthy Living Program strategies in each participating school site		
	AR 1.6. **Position:** Five (5) *CalFresh Healthy Living Champion Parents* (stipend position) **Job Duties:** Support CalFresh Healthy Living Program strategies in each participating school site		

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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	6/30/20	• 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 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 Program Evaluation and Reporting System (PEARS) data entry for CalFresh Healthy Living Program strategies; and 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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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
		Nut. Ed. and PA: Monthly	
	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.
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. Contractor shall Plan and coordinate activities	GPDA 1.1. Educate, inform, and engage school representatives (e.g. district office, school principal, nutrition services, after school program leadership etc. from participating sites) through meetings, phone calls, email, or other communication methods about strategies to be implemented in the school district. Obtain authorization to implement strategies at each participating school site • Produce Giveaways and CalFresh Healthy Living Program Food promotion • Water access and appeal • Smarter Lunchrooms Movement (SLM) • "share table(s)" • Physical activity in after-school settings- Coordinated Approach to Child Health Early Childhood (CATCH) Kids Club	6/30/20	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. • Required forms from district office providing authorization for all participating sites kept on file and submitted to DPH.
	GPDA 1.2. Recruit one (1) "Champion Teacher" and two (2) "Champion Parents" at each participating school site to serve as the point people to support implementation of CalFresh Healthy Living Program strategies	9/30/20	Activities entered into PEARS and kept on file: • Attach roster of Champion Teachers and Champion Parents. • Additional notes, if applicable.
	GPDA 1.3. Communicate and collaborate with administrators and staff at each participating school site through meetings, phone calls, email, or other methods to present results of assessments and	9/30/20	Activities entered into PEARS and kept on file and include in notes:

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PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
		share current status of strategy implementation of CalFresh Healthy Living Program		• Number of attendees or participants, key attendees or participants, key objectives and outcomes from meetings/communications, and next steps. • Additional notes, if applicable.
	GPDA 1.4.	Communicate and collaborate with administrators and staff at each participating school site through meetings, phone calls, email, or other methods to develop or update 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.	Conduct and/or participate in a minimum of two (2) meetings, phone calls, email, or other communication methods with DPH-funded nutrition education provider and DPH staff to discuss logistics and coordinate nutrition education activities at all participating school 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
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 (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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	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.
	GPDA 2.5 Attend All Funded Partners Meetings in Los Angeles County	Semiannually	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.
	GPDA 2.9 Conduct a minimum of one (1) training for Champion Teachers on the YPAR process	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 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 500 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	9/30/21	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. Contractor shall Conduct and coordinate nutrition education activities	GPDA 4.1. Participate in two (2) Days of Action, reaching a minimum of 500 total students and staff: 1. *Healthy Snack Day* 2. *Rethink Your Drink* Day	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of activity.
	GPDA 4.2. Provide displays, posters, and educational boards throughout the school campus and cafeteria 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.
	GPDA 4.3. Coordinate with DPH-funded nutrition education and physical activity provider to participate in one (1) event per participating school (e.g. open house, back to school night, athletic events etc.), to promote healthy food choices using nutrition education materials provided by DPH. Conduct a food demonstration or a *Rethink Your Drink* demonstration at each event	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of activity.
	GPDA 4.4. Coordinate with schools and DPH- funded Nutrition Education and Physical Activity provider to conduct a minimum of five (5) nutrition education classes for parents, two (2) of which include a food demonstration, reaching a minimum of 50 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. Contractor shall Outcome Evaluation: Evaluate program impact	GPDA 5.1. Coordinate with DPH to conduct Site Level Assessment Questionnaire (SLAQ) for each participating school site: • Elementary • Secondary (Middle and High School) • After School	6/30/20	Activities entered into PEARS and kept on file: • Attach completed SLAQ forms.
	GPDA 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	GPDA 6.1. Attend a minimum of one (1) staff meeting at each participating school site to provide CalFresh Healthy Living Program updates,	9/30/20	Activities entered into PEARS and kept on file and include in notes:

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PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
information about program implementation		successes, achievements, and evaluation results of work completed		• 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 school site administrators, food service staff, and school district administrators to share information about CalFresh Healthy Living Program strategies	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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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 **five (5) free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food Promotion *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 1,000 total low-income students 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 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 two (2) meetings, phone calls, email, or other communication methods with DPH- Produce Distribution organization and DPH staff to discuss logistics and coordination of free produce "pickups" at participating school 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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	1A 1.3. Establish volunteer teams at each participating site consisting of students, parents, staff, teachers, and service organizations to conduct free produce "pickups" at participating school 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"			
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 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 25 parents 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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
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 to parents and the school community by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 1,000 total students and parents	9/30/20	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 1,000 total students and parents	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	1A 4.3. Provide CalFresh Food brochures in parent resource centers and other places where parents can access	9/30/20	• Photo included in Quarterly report.
1A 5. Contractor shall conduct free produce "pickups" in school sites	1A 5.1. Conduct a minimum of five (5) total free produce "pickups", reaching a minimum of 500 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 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	9/30/20	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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase nutrition knowledge and skills			
1A 8. Contractor shall conduct and coordinate nutrition education activities	1A 8.1. Coordinate taste tests and/or food demonstrations at a minimum of three (3) total free produce "pickups", reaching a minimum of 300 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 500 total SNAP-Ed eligible participants	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	1A 8.3. Participate in CalFresh Food Promotion Awareness Month activity (at the request of the County), reaching a minimum of 100 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 five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

Strategy 2: Behavioral Economics

Sub- Strategy A: Water Access and Appeal

Goals:
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

Objective:

Plan and prepare to establish a minimum of **one (1) fresh water access point and promote water consumption** in a participating school site with complementary nutrition education and healthy beverage activities.

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 with Champion teacher to plan recruitment of a minimum of one (1) youth team (minimum of 6 students) to support and/or lead community-based research, identify solutions, and implement strategies to increase healthy beverage consumption through access and promotions of clean, safe, and appealing drinking water on the school campus	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. • Attach youth team roster. • Additional notes, if applicable.
Increase nutrition knowledge and skills			
2A 2. Contractor shall conduct nutrition education activities	2A 2.1. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption and discourage sugar sweetened beverage consumption throughout school settings and near fresh water access points, replacing once per semester (1 time total), reaching 500 total students	9/30/20	Activities entered into PEARS and kept on file: • Attach photos of promotions.
	2A 2.2. Conduct a minimum of two (2) total *Rethink Your Drink* demonstrations during lunch or other school events	9/30/20	Activities entered into PEARS and kept on file:

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Contractors in this Category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

Strategy 2: Behavioral Economics

Sub-Strategy B: Smarter Lunchroom Movement

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) elementary schools to implement a minimum of **10 Smarter Lunchroom Movement (SLM)** strategies and **improve their SLM 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			
2B 1. Contractor shall plan and coordinate activities	2B 1.1. Coordinate and collaborate with Champion teacher and school site staff to identify nutrition-services leadership and staff to support Smarter Lunchroom Movement (SLM) strategies, including assessment, planning, and implementation	9/30/20	Activities entered into PEARS and kept on file and include: • Roster of names and roles of staff-level champions. • Additional notes, if applicable.
	2B 1.2. Meet and/or communicate through phone calls, email, or other communication methods with key school site staff a minimum of two (2) times to provide updates, plan Smarter Lunchrooms Movement (SLM) 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 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.

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Contractors in this Category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

Increase and/or maintain institutional capacity to provide opportunities for Smarter Lunchrooms Movement (SLM)			
2B 2. Contractor shall increase staff knowledge and skills	2B 2.1 Conduct a minimum of one (1) on-site staff training per site on implementing Smarter Lunchroom Movement (SLM) strategies for "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. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
	2B 2.2. Meet and/or communicate through phone calls, email, or other communication methods with school site staff as needed to provide additional technical assistance and training to implement Smarter Lunchrooms Movement (SLM) strategies	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 presentation materials. • Additional notes, if applicable.
Move young people and families to access and choose healthy meals through Smarter Lunchrooms Movement (SLM) strategies, conduct assessments and evaluate outcomes			
2B 3. Formative Assessment: Contractor shall Assess needs and barriers; identify solutions	2B 3.1. Conduct needs assessment, school environmental assessment, and readiness assessments (e.g. key informant interviews, focus groups, and/or surveys with parents and staff, and data reports) using Smarter Lunchroom Movement (SLM) 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.
2B 4. Outcome Evaluation: Contractor shall evaluate program impact	2B 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.
	2B 4.2. Conduct Smarter Lunchrooms Movement (SLM) scorecard baseline assessment in collaboration with the food services department	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.

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Contractors in this Category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

	2B 4.3. **Impact Outcome Evaluation (IOE):** Coordinate with DPH to administer a minimum of 180 assessments using the *Eating and Activity Tool for Students (EATS)* to elementary students	5/20/20	• Name of teacher, class roster, and date of when EATS assessment was administered • Completed EATS assessments submitted to DPH
	2B 4.4. **Impact Outcome Evaluation (IOE)**: Coordinate with DPH to administer a minimum of 180 pre-tests of the *Eating and Activity Tool for Students (EATS)* to elementary students participating in the nutrition education series (year 2 will include post-tests from the same students)	9/25/20	• Name of teacher, class roster, and date of when EATS assessment was administered • Completed EATS assessments submitted to DPH
Increase nutrition knowledge and skills			
2B 5. Contractor shall promote Smarter Lunchroom Movement (SLM) nutrition education activities	2B 5.1. Promote parent-focused nutrition education classes to parents and other stakeholders by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication 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.
2B 6. Contractor shall conduct and coordinate nutrition education activities	2B 6.1. Promote, support and reinforce messages of the CalFresh Healthy Living Program with displays, posters, and educational boards throughout the school campus and cafeteria that encourage healthy food and beverage choices, reaching 500 total students	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	2B 6.2. Coordinate a minimum of five (5) total nutrition education classes for parents, a minimum of three (3) of which include a food demonstration, reaching a minimum of 50 total attendees	9/30/20	Copies of sign-in sheet (provided by nutrition education and physical activity provider) kept on file: • Activities entered into PEARS and kept on file by Nutrition Education and Physical Activity provider.

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Contractors in this Category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

Strategy 2: Behavioral Economics

Sub-Strategy C: "Share Table(s)"

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 for a minimum of one (1) school to implement "**share table(s)"** strategies.

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			
2C 1. Contractor shall plan and coordinate activities	2C 1.1. Coordinate with Champion teacher to plan recruitment of a minimum of one (1) youth team (minimum of 6 students) to support and/or lead community-based research, identify solutions, and implement "share table(s)" in the school 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.
	2C 1.2. Conduct a minimum of one (1) meeting with food service staff to and coordinate the logistics of diverting food and produce from trash to "share table(s)" for distribution to students, staff, and/or nonprofit/charitable organizations.	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 "share table(s)" in schools, conduct assessments and evaluate outcomes			
2C 2. Contractor shall increase staff knowledge and skills	2C 2.1. Conduct a minimum of one (1) staff training for food service staff to inform them of policies and regulations related to implementation of "share table(s)" in schools	9/30/20	Activities entered into PEARS and kept on file and include in notes:

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Contractors in this Category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

Process Objectives	Activities	Completed By	Documentation
			• 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 nutrition knowledge and skills			
2C 3. Contractor shall conduct nutrition education activities	2C 3.1. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption throughout school settings and near fresh water access points, replacing once per semester (1 time total), reaching 150 total students	6/30/20	Activities entered into PEARS and kept on file: • Attach photos of activity.
	2C 3.2. Promote healthy eating and beverage choices by distributing DPH approved culturally and linguistically appropriate nutrition education materials to students, reaching a minimum of 500 total students	9/30/20	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 five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

Strategy 3: Daily Quality Physical Activity (PA)

Sub-Strategy A: Improve physical activity in schools (Non-PE)

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 three (3) total elementary and/or middle school sites to **improve physical activity in schools (Non-PE)** by training afterschool providers to implement CATCH Kids Club (CKC).

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 two (2) meetings per participating site and regularly communicate with after-school partners through phone calls, email, or other communication methods to provide continuing support and coordination for CATCH Kids Club (CKC) implementation efforts, gather data, provide resources, and share information about PA.	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 additional appropriate after-school or school site partners to inform them of CATCH Kids Club (CKC) 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.

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Contractors in this Category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives.

Increase and/or maintain institutional capacity to implement CATCH Kids Club (CKC) activities in after-school settings,			
3A 2. Contractor shall increase staff knowledge and skills	3A 2.1. A minimum of two (2) after-school staff in the school district participate in the 3-Day Train the Trainer CATCH Kids Club (CKC) training	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Attendees and associated school district. • Attach agenda and presentation materials. • Additional notes, if applicable.
Increase physical activity and nutrition knowledge and skills by implementing CATCH Kids Club (CKC) physical activity programming in after-school settings, conduct assessments and evaluate outcomes			
3A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	3A 3.1. Conduct formative research (e.g. facilities and equipment inventory and readiness assessments) before CATCH Kids Club implementation to determine current status of PA during after-school and assess opportunities to implement CATCH Kids Club (CKC) programming	9/30/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
3A 4. Contractor shall conduct CATCH Kids Club (CKC) 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 students and parents throughout the school campus, cafeteria, and parent centers, reaching a minimum of 1,000 total students and parents per participating site	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
3A 5. Outcome Evaluation: Contractor shall evaluate program impact	3A 5.1. Conduct pre-assessments using DPH-approved CATCH Kids Club assessment tools	9/30/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
	3A 5.2. Conduct pre-assessment using the Student Physical Activity and Nutrition (SPAN) survey	9/30/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.

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Contractors in this category will work with five (5) school sites in their district 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. Contract 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:** 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 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. • Resume for all staff kept on file and submitted to DPH.
	AR 1.2. **Position:** Health Educator/Adult Ally (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 process objectives, 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 @ 0.5 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 1.5. **Position:** Five (5) *CalFresh Healthy Living Program Champion Teachers* (stipend position) **Job Duties:** Support CalFresh Healthy Living Program strategies in each participating school site		
	AR 1.6. **Position:** Five (5) *CalFresh Healthy Living Program Champion Parents* (stipend position) **Job Duties:** Support CalFresh Healthy Living Program strategies in each participating school site		
AR 2. Contract 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: • 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 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. Contract shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH.
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes (completed by DPH staff, agency staff invited to edit and correct). Kept on file at DPH.
	AR 3.3. 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. 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. Contract 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 five (5) school sites in their district 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. Contract shall plan and coordinate activities	GPDA 1.1. Maintain one (1) "Champion Teacher" and two (2) "Champion Parents" at each participating school site to serve as the point people to support implementation of CalFresh Healthy Living Program strategies	9/30/21	Activities entered into PEARS and kept on file: • Attach roster of Champion Teachers and Champion Parents. • Additional notes, if applicable.
	GPDA 1.2. Communicate and collaborate with administrators and staff at each participating school site through meetings, phone calls, email, or other 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 school 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 on CalFresh Healthy Living Program strategy implementation	8/30/21	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 1.4. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with DPH-funded nutrition education provider and DPH staff to discuss logistics and coordinate nutrition education activities at all participating school 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

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			meetings/communications, and next steps. • Additional notes, if applicable.
Increase staff knowledge and skills, nutrition knowledge and skills of target population			
GPDA 2. Contract 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	9/30/21	Agenda to be kept on file.
	GPDA 2.8. Conduct a minimum of one (1) training for Champion Teachers on the Youth Participatory Action Research (YPAR) process	As needed	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 nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3. Contract 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 1,000 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	9/30/21	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES		ACTIVITIES	COMPLETED BY	DOCUMENTATION
		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. Contract shall conduct and coordinate nutrition education activities	GPDA 4.1.	Participate in two (2) Days of Action, reaching a minimum of 500 total students and staff: 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 the school campus and cafeteria 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.	Coordinate with DPH-funded nutrition education and physical activity provider to participate in one (1) event per participating school (e.g. open house, back to school night, athletic events etc.), to promote healthy food choices using nutrition education materials provided by DPH. Conduct a food demonstration or a *Rethink Your Drink* demonstration at each event	9/30/21	Activities entered into PEARS and kept on file: • Attach photos of activity.
	GPDA 4.4.	Provide logistics and coordination between schools and DPH funded Nutrition Education and Physical Activity organization to conduct a minimum of 20 nutrition education classes for parents, 15 of which include a food demonstration, reaching a minimum of 200 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: Contract shall evaluate program impact	GPDA 5.1.	Coordinate with DPH to conduct Site Level Assessment Questionnaire (SLAQ) for each participating school site: • Elementary • Secondary (Middle and High School) • After School	6/30/21	Activities entered into PEARS and kept on file: • Attach completed SLAQ forms.
	GPDA 5.2.	Coordinate with Nutrition Education and Physical Activity provider to 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 of parents	5/31/21	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	9/30/21	Activities entered into PEARS and kept on file.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Communicate output and impact of CalFresh Healthy Living Program strategies			
GPDA 6. Contract shall share information about program implementation	GPDA 6.1. Conduct one (1) presentation to the School Board on the progress of implementation of CalFresh Healthy Living Program strategies. For youth engagement strategies, presentations must include youth participation	6/30/21	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. Attend a minimum of one (1) staff meeting at each participating school site to provide CalFresh Healthy Living 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 6.3. Distribute a year-end fact sheet to school site administrators, food service staff, and school district administrators to share information about CalFresh Healthy Living Program strategies	9/30/21	Activities entered into PEARS and kept on file: • Attach fact sheet
	GPDA 6.4. 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 five (5) school sites in their district 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 fifteen **(15) free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food Promotion** ***(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 2,000 total low-income students 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. Contract 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 school 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.
	1A 1.3. Establish volunteer teams at each participating site consisting of students, 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"			

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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
1A 2. Contract 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: Contract shall assess needs and barriers; identify solutions	1A 3.1. Engage a minimum of 10 parents 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.
	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"	9/30/21	Activities entered into PEARS and kept on file.
1A 4. Contract 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 to parents and the school community by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 2,000 total students and parents	9/30/21	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 2,000 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	Photo included in Quarterly report.
1A 5. Contract shall conduct free produce "pickups" in school sites	1A 5.1. Conduct a minimum of 15 total free produce "pickups", reaching a minimum of 1,500 total student and parent attendees	9/30/21	Activities entered into PEARS and kept on file: • Attach completed DPH-approved tracking sheets.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Attach photos of free produce "pickups". • Photo release forms kept on file.
1A 6. Contract shall coordinate a CalFresh Food Promotion community forum opportunities in school sites	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: Contract 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			
1A 8. Contract shall conduct and coordinate nutrition education activities	1A 8.1. Coordinate 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 by Nutrition Ed. Provider.
	1A 8.2. Coordinate taste tests and/or food demonstrations at a minimum of five (5) 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 1,000 total SNAP-Ed eligible participants	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	1A 8.4. Participate in CalFresh Healthy Living Program Food Awareness Month activity (at the request of the County), reaching a minimum of 100 total parents	Annually	Activities entered into PEARS and kept on file: • Attach photos of activity.

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CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 2: Behavioral Economics
Sub- Strategy A: Water Access and Appeal

Goals:

- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

Objective:
Install a minimum of **one (1) fresh water access point and promote water consumption** in a participating school site with complementary nutrition education and healthy beverage activities, reaching a minimum of 500 total students.

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. Contract shall plan and coordinate activities	2A 1.1. Coordinate with Champion teacher to recruit a minimum of one (1) youth team (minimum of 6 students) to support and/or lead community-based research, identify solutions, and implement strategies to increase healthy beverage consumption through access and promotions of clean, safe, and appealing drinking water on the school campus	10/31/20	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. • Attach youth team roster. • Additional notes, if applicable.
	2A 1.2. Conduct a minimum of one (1) youth-led presentations to appropriate decision-makers, (e.g. school site administrators, food service directors and/or other appropriate staff) to share assessment results and demonstrate student support for fresh water access points	6/30/21	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. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
	2A 1.3. Conduct a minimum of three (3) meetings and communicate regularly with selected school site administrators, staff (such as maintenance staff) and youth team to develop water access and appeal action plan and gain final approval for water access and appeal plan and implementation of promotional campaigns to increase the appeal of water in school sites	6/30/21	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, if applicable. • Additional notes, if applicable. • Attach Action Plan and keep on file.

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CALFRESH HEALTHY LIVING PROGRAM
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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Authorization form kept on file and submitted to DPH.
	2A 1.4. In coordination with DPH, Project Coordinator and youth team to participate in a minimum of one (1) meeting with potential funders, and/or other organizations to request fresh water access point equipment and supplies, fix existing water infrastructure, or otherwise support installation of new fresh water access points. **please note that SNAP-Ed funds cannot be used to purchase hydrations stations or fresh water access points*	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.
Increase and/or maintain institutional capacity to implement increased water access strategies in schools			
2A 2. Contract shall increase staff and student knowledge and skills	2A 2.1. Conduct a minimum of two (2) trainings per participating site for school staff to support implementation and/or maintenance of water access and appeal 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 applicable presentation materials. • Additional notes, if applicable.
	2A 2.2. Provide ongoing technical assistance and support to school staff and youth teams responsible for supporting implementation of water access and appeal strategies to ensure water access points are maintained and utilized	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 a minimum of one (1) orientation meeting for youth team to review obesity and its relationship to sugar-sweetened beverage consumption, the impact of water access and appeal on obesity, overview of Youth Participatory Action Research (YPAR), and overview of youth development principles	12/31/20	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. • Additional notes, if applicable.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	2A 2.4. Conduct a minimum of 20 meetings with youth team to plan, coordinate, and implement Youth Participatory Action Research (YPAR) activities, such as assessment, strategy implementation, and information sharing activities	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 2.5. Coordinate a minimum of two (2) trainings for youth team on public speaking, presenting, and communications conducted by DPH funded public relations agency	6/30/21	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 water and appeal in schools, conduct assessments and evaluate outcomes			
2A 3. Formative Assessment: Contractor shall assess needs and barriers; identify solutions	2A 3.1. Lead youth team to conduct research project on healthy beverages and water access, including needs assessment, readiness assessment, and school environment assessment (e.g. key informant interviews, surveys, focus groups, photovoice, videos, and water quality test of public water access points etc.) and analyze results	3/31/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
2A 4. Contractor shall promote hydration stations or fresh water access points	2A 4.1. Coordinate a minimum of two (2) meetings with DPH funded public relations agency and youth team to develop and execute a youth-focused promotion plan to highlight hydration stations and/or fresh water access points	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 4.2. Promote hydration stations or fresh water access points to students, parents, and the school community by distributing DPH-approved	9/30/21	Activities entered into PEARS and kept on file.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 1,000 total students and parents		• Attach DPH-approved completed assessment tool(s). • Attach photos or screenshots of promotions.
2A 5. Contract shall install hydration stations or fresh water access points in school sites and increase water appeal	2A 5.1. Install a minimum of one (1) new hydration station or other type of fresh water access points, reaching a minimum of 500 total students	9/30/21	Activities entered into PEARS and kept on file: • Attach DPH-approved completed assessment tool(s). • Attach photos of access points.
2A 6. Outcome Evaluation: Contract shall evaluate program impact	2A 6.1. Lead youth team to conduct baseline assessment of student water consumption and perceptions of water access points, and knowledge of importance of water consumption, impact of sugar-sweetened beverages on health using a DPH-approved assessment tool	6/30/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
Increase nutrition knowledge and skills			
2A 7. Contract shall conduct nutrition education activities	2A 7.1. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption and discourage sugar sweetened beverage consumption throughout school settings and near fresh water access points, replacing once per semester (3 times total), reaching 500 total students	12/31/20, 3/31/21, 9/30/21	Activities entered into PEARS and kept on file: • Attach photos of promotions.
	2A 7.2. Conduct a minimum of five (5) total *Rethink Your Drink* demonstrations during lunch or other school events, reaching a minimum of 500 total students	9/30/21	Activities entered into PEARS and kept on file

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 2: Behavioral Economics
Sub-Strategy B: Smarter Lunchroom Movement

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 of two (2) elementary schools will implement a minimum of **10 Smarter Lunchroom Movement (SLM)** strategies each and **improve their SLM scorecard by at least one (1) level or maintain gold level** in each school site, reaching a minimum of 900 students.

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			
2B 1. Contract shall plan and coordinate activities	2B 1.1. Coordinate and collaborate with Champion teacher and school site staff to maintain nutrition-services leadership and staff support to implement Smarter Lunchroom Movement (SLM) strategies, including assessment, planning, and implementation	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Roster of names and roles of staff-level champions. • Additional notes, if applicable.
	2B 1.2. Meet and/or communicate through phone calls, email, or other communication methods with key school site staff a minimum of four (4) times to provide updates, plan Smarter Lunchrooms Movement (SLM) 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. • Include roles and responsibilities. • Additional notes, if applicable.
Increase and/or maintain institutional capacity to provide opportunities for Smarter Lunchrooms Movement (SLM)			
2B 2. Contract shall increase staff knowledge and skills	2B 2.1. Conduct a minimum of two (2) on-site staff trainings per site on implementing Smarter Lunchroom Movement (SLM) strategies for "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.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Additional notes, if applicable.
	2B 2.2. Meet and/or communicate through phone calls, email, or other communication methods with school site staff as needed to provide additional technical assistance and training to implement Smarter Lunchrooms Movement (SLM) 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.
	2B 2.3. Conduct follow up site visits, with DPH, three (3) times per participating 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, if applicable. • Additional notes, if applicable.
Move young people and families to access and choose healthy meals through Smarter Lunchrooms Movement (SLM) strategies, conduct assessments and evaluate outcomes			
2B 3. Contract shall promote Smarter Lunchroom Movement (SLM) strategies	2B 3.1. Promote Smarter Lunchrooms Movement (SLM) to parents and other stakeholders by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 500 total parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
2B 4. Contract shall implement Smarter Lunchroom strategies	2B 4.1. Implement 10 total Smarter Lunchrooms Movement (SLM) strategies in each school site	9/30/21	Activities entered into PEARS and kept on file: • Attach completed assessment tool(s). • Attach photos of strategies implemented.
	2B 4.2. Improve Smarter Lunchrooms Movement (SLM) scorecard by at least 1 level OR maintain a gold level in each school site	9/30/21	Activities entered into PEARS and kept on file: • Attach completed assessment tool(s). • Additional comments as needed.

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CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS
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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
2B 5. Outcome Evaluation: Contract shall evaluate program impact	2B 5.1. Conduct Smarter Lunchrooms Movement (SLM) scorecard mid-term assessment in collaboration with the food services department	6/30/21	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.
	2B 5.2. **Impact Outcome Evaluation (IOE):** Coordinate with DPH to administer a minimum of 180 post-tests of the *Eating and Activity Tool for Students (EATS)* to elementary students who participated in the nutrition education series during year 2	5/20/21	• Name of teacher, class roster, and date of when EATS assessment was administered. • Completed EATS assessments submitted to DPH.
	2B 5.3. **Impact Outcome Evaluation (IOE)**: Coordinate with DPH to administer a minimum of 180 pre-tests of the *Eating and Activity Tool for Students (EATS)* to elementary students participating in the nutrition education series during year 3 (year 3 will include post-tests from the same students)	9/24/21	• Name of teacher, class roster, and date of when EATS assessment was administered. • Completed EATS assessments submitted to DPH.
Increase nutrition knowledge and skills			
2B 6. Contract shall promote Smarter Lunchroom Movement (SLM) nutrition education activities	2B 6.1. Promote parent-focused nutrition education classes to parents and other stakeholders by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication 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
2B 7. Contract shall conduct and coordinate nutrition education activities	2B 7.1. Promote, support and reinforce messages of the CalFresh Healthy Living Program with displays, posters, and educational boards throughout the school campus and cafeteria that encourage healthy food and beverage choices, reaching 500 total students	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	2B 7.2. Coordinate a minimum of six (6) nutrition class series' (minimum of 5 classes per series) using approved CalFresh Healthy Living Program curricula for a minimum of 180 total 4th and/or 5th grade students spanning two elementary school sites **the same curriculum must be used throughout the grant cycle*	9/30/21	Copies of sign-in sheet (provided by nutrition education and physical activity provider) kept on file.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			Activities entered into PEARS and kept on file by Nutrition Education and Physical Activity provider.
	2B 7.3. Coordinate a minimum of 30 total nutrition education classes for parents, a minimum of 15 of which include a food demonstration, spanning two elementary school sites, reaching a minimum of 300 total attendees	9/30/21	Copies of sign-in sheet (provided by nutrition education and physical activity provider) kept on file. *Activities entered into PEARS and kept on file by Nutrition Education and Physical Activity provider*

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 2: Behavioral Economics
Sub-Strategy C: "Share Table(s)"

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:
A minimum of one (1) school will implement "**share table(s)"** strategies, reaching a minimum of 500 total students.

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			
2C 1. Contract shall plan and coordinate activities	2C 1.1. Coordinate with Champion teacher to recruit a minimum of one (1) youth team (minimum of 6 students) to support and/or lead community-based research, identify solutions, and implement "share table(s)" in the school site	10/31/20	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. • Additional notes, if applicable.
	2C 1.2. Conduct a minimum of one (1) youth-led presentation to appropriate decision-makers, (e.g. school site administrators, food service directors and/or other appropriate staff) to present assessment results, demonstrate student support for "share table(s)"	6/30/21	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. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
	2C 1.3. Conduct a minimum of three (3) meetings and communicate regularly with selected school site administrators, staff and youth team to develop "share table(s)" action plan, gain final approval for "share table(s)" and implementation of promotional campaigns to increase share table usage in school sites, and coordinate the logistics of diverting food and produce from trash to "share table(s)" for distribution to students and staff	6/30/21	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, if applicable.. • Additional notes, if applicable. • Action Plan kept on file and submitted to DPH.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

			• Authorization form kept on file and submitted to DPH.
	2C 1.4. Conduct a minimum of two (2) meetings with food service staff to and coordinate the logistics of diverting food and produce from trash to "share table(s)" for distribution to students, staff, and/or nonprofit/charitable organizations.	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.
Increase and/or maintain institutional capacity to implement "share table(s)" in schools, conduct assessments and evaluate outcomes			
2C 2. Contract shall increase staff knowledge and skills	2C 2.1. Conduct a minimum of one (1) staff training for food service staff to inform them of policies and regulations related to implementation of "share table(s)" in schools	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.
	2C 2.2. Conduct a minimum of one (1) orientation meeting for youth team to review food insecurity and its relationship to obesity, the impact of access to healthy food on obesity, overview of Youth Participatory Action Research (YPAR), and overview of youth development principles	12/31/21	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. • Additional notes, if applicable.
	2C 2.3. Conduct a minimum of 20 meetings with youth team to plan, coordinate, and implement Youth Participatory Action Research (YPAR) activities, such as assessment, strategy implementation, and information sharing activities	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.
	2C 2.4. Coordinate a minimum of two (2) trainings for youth teams per site on public speaking, presenting, and communications conducted by DPH funded public relations agency	6/30/21	Activities entered into PEARS and kept on file and include in notes:

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

			• 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 healthy food consumption by increasing access and appeal to healthy foods and produce in schools			
2C 3. Formative Assessment: Contract shall assess needs and barriers; identify solutions	2C 3.1. Lead youth team to conduct research project on healthy food consumption and "share table(s)" implementation, including needs assessment, readiness assessment, and environmental scan (e.g. key informant interviews, surveys, focus groups, photovoice, videos, etc.)	3/31/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
2C 4. Contract shall promote "share table(s)" in school sites	2C 4.1. Coordinate a minimum of two (2) meetings with a DPH funded public relations agency develop and execute a youth-focused promotion plan to highlight and promote "share table(s)"in schools	3/31/21	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 material. • Additional notes, if applicable.
	2C 4.2. Promote "share tables" to students and the school community by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 500 total students	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	2C 4.3. Distribute DPH-approved flyers and a fact sheet to parents to promote "share table(s)" to inform parents of improvements made in school sites, reaching a minimum of 500 parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
2C 5. Contract shall conduct "share table(s)" in school sites	2C 5.1. Lead youth team to conduct "share table(s)" in a minimum of one (1) school site, reaching a minimum of 500 students	9/30/21	Activities entered into PEARS and kept on file: • Attach DPH-approved tracking tool. • Attach photos of access points.
2C 6. Outcome Evaluation:	2C 6.1. Lead youth team to conduct assessment of amount of food, types of food, and number of students served through "share table(s)"	9/30/21	Activities entered into PEARS and kept on file:

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Contract shall evaluate program impact			• Attach DPH-approved tracking tool. • Attach photos of access points.
	2C 6.2. Lead youth team to conduct food waste audit baseline assessment before implementation of share tables, using *USDA/EPA Guide to Conducting Student Food Waste Audits: A Resource for Schools*	3/31/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
Increase nutrition knowledge and skills			
2C 7. Contract shall conduct nutrition education activities	2C 7.1. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption throughout school settings and near fresh water access points, replacing once per semester (3 times total), reaching 500 total students	12/31/20, 3/31/21, 9/30/21	Activities entered into PEARS and kept on file: • Attach photos of activity.
	2C 7.2. Promote healthy eating and beverage choices by distributing DPH approved culturally and linguistically appropriate nutrition education materials to students, reaching a minimum of 500 total students	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 five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 3: Daily Quality Physical Activity
Sub-Strategy A: Improve physical activity in schools (Non-PE)

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 three (3) total elementary and/or middle school sites will **improve physical activity in schools (Non-PE)** by training afterschool providers to implement CATCH Kids Club (CKC), reaching a minimum of 300 students.

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. Contract shall plan and coordinate activities	3A 1.1. Conduct a minimum of three (3) meetings per participating site and regularly communicate with after-school partners through phone calls, email, or other communication methods to provide continuing support and coordination for CATCH Kids Club (CKC) implementation efforts, gather data, provide resources, and share information about PA 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 additional appropriate after-school or school site partners to inform them of CATCH Kids Club (CKC) 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.
Increase and/or maintain institutional capacity to implement CATCH Kids Club (CKC) activities in after-school settings,			
3A 2. Contract shall increase staff knowledge and skills	3A 2.1. A minimum of two (2) after-school staff members per participating after-school site to participate in a one (1)-day CATCH Kids Club (CKC) training from the designated trainer	10/31/20	Activities entered into PEARS and kept on file and include in notes: • Attendees and associated school district. • Attach agenda and presentation materials.

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Process Objectives	Activities	Completed By	Documentation
			• Additional notes, if applicable.
	3A 2.2. Schedule and conduct additional trainings as needed for new after-school staff at each participating after-school site	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Attendees and associated school district. • Attach agenda and presentation materials. • Additional notes, if applicable.
	3A 2.3. Conduct a minimum of two (2) follow up site visits per school 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, if applicable. • Attach agenda and presentation materials. • Additional notes, if applicable.
Increase physical activity and nutrition knowledge and skills by implementing CATCH Kids Club (CKC) physical activity programming in after-school settings, conduct assessments and evaluate outcomes			
3A 3. Formative Assessment: Contract shall assess needs and barriers; identify solutions	3A 3.1. Conduct formative research (e.g. facilities and equipment inventory and readiness assessments) before CATCH Kids Club implementation to determine current status of PA during after-school and assess opportunities to implement CATCH Kids Club (CKC) programming	9/30/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
3A 4. Contract shall promote CATCH Kids Club (CKC) activities	3A 4.1. Promote after-school CATCH Kids Club (CKC) activities by distributing DPH-approved flyers, posters in school offices, classrooms, hallways, athletic areas, etc., and parent centers, reaching a minimum of 1,000 total students and parents	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
3A 5. Contract shall conduct CATCH Kids Club (CKC) activities in school sites	3A 5.1. Promote, support and reinforce PA 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 students and parents	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
	throughout the school campus, cafeteria, and parent centers, reaching a minimum of 1,000 total students and parents per participating site		
	3A 5.2. After-school staff to conduct a minimum of 180 total CATCH Kids Club (CKC) physical activity sessions in participating after school sites, reaching a minimum of 300 total students	9/30/21	Activities entered into PEARS and kept on file: • Attach applicable CATCH kids Club (CKC) curriculum tools to track PA activities.
	3A 5.3. After-school staff to conduct a minimum of 90 total lessons from each of the seven (7) themes of the CATCH Kids Club (CKC) nutrition education program, reaching a minimum of 300 total students	9/30/21	Activities entered into PEARS and kept on file: • Attach applicable CATCH kids Club (CKC) curriculum tools to track PA activities.
3A 6. Outcome Evaluation: Contract shall evaluate program impact	3A 6.1. Conduct pre-assessments using DPH-approved CATCH Kids Club assessment tools	12/31/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
	3A 6.2. Conduct pre-assessment using the Student Physical Activity and Nutrition (SPAN) survey	12/31/20	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.

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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 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:** 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 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. • Resume for all staff kept on file and submitted to DPH.
	AR 1.2. **Position:** Health Educator/Adult Ally (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:** 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 @ 0.5 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 1.5. **Position:** Five (5) *CalFresh Healthy Living Program Champion Teachers* (stipend position) **Job Duties:** Support CalFresh Healthy Living Program Strategies in each participating school site		
	AR 1.6. **Position:** Five (5) *CalFresh Healthy Living Program Champion Parents* (stipend position) **Job Duties:** Support CalFresh Healthy Living Program Strategies in each participating school site		

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 2. Contract 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. Contract 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. Complete monthly reporting for nutrition education and physical activity classes	CalFresh Healthy Living Program strategies:	Activities entered into PEARS and kept on file.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
		End of each quarter 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. Contract 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 five (5) school sites in their district 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. Contract shall plan and coordinate activities	GPDA 1.1. Maintain one (1) "Champion Teacher" and two (2) "Champion Parents" at each participating school site to serve as the point people to support implementation of CalFresh Healthy Living Program strategies	9/30/22	Activities entered into PEARS and kept on file: • Attach roster of Champion Teachers and Champion Parents. • Additional notes, if applicable.
	GPDA 1.2. Communicate and collaborate with administrators and staff at each participating school site through meetings, phone calls, email, or other 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 school site through meetings, phone calls, email, or other 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 two (2) meetings with school wellness committees (and/or entities that are involved in efforts to improve school 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 on CalFresh Healthy Living Program strategy implementation	8/30/22	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 1.5. Conduct and/or participate in a minimum of four (4) meetings, phone calls, email, or other communication methods with DPH-funded nutrition education provider and DPH staff to discuss logistics and coordinate nutrition education activities at all participating school 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.
Increase staff knowledge and skills, nutrition knowledge and skills of target population			
GPDA 2. Contract 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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	GPDA 2.8. Conduct a minimum of one (1) training for Champion Teachers on the Youth Participatory Action Research (YPAR) process	As needed	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 nutrition knowledge and skills, conduct assessments and evaluate outcomes			
GPDA 3. Contract 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 1,000 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 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. Contract shall conduct and coordinate nutrition education activities	GPDA 4.1. Participate in two (2) Days of Action, reaching a minimum of 500 total students and staff: 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 the school campus and cafeteria 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. Coordinate with DPH-funded nutrition education and physical activity provider to participate in one (1) event per participating school (e.g. open house, back to school night, athletic events etc.), to promote healthy food choices using nutrition education	9/30/22	Activities entered into PEARS and kept on file: • Attach photos of activity.

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PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
		materials provided by DPH. Conduct a food demonstration or a *Rethink Your Drink* demonstration at each event		
	GPDA 4.4.	Provide logistics and coordination between schools and DPH funded Nutrition Education and Physical Activity organization to conduct a minimum of 20 nutrition education classes for parents, 15 of which include a food demonstration, reaching a minimum of 200 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: Contract shall evaluate program impact	GPDA 5.1.	Coordinate with DPH to conduct Site Level Assessment Questionnaire (SLAQ) for each participating school site: • Elementary • Secondary (Middle and High School) • After School	6/30/22	Activities entered into PEARS and kept on file: • Attach completed SLAQ forms.
	GPDA 5.2.	Coordinate with Nutrition Education and Physical Activity provider to 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 of parents	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.
Communicate output and impact of CalFresh Healthy Living Program strategies				
GPDA 6. Contract shall share information about program implementation	GPDA 6.1.	Conduct one (1) presentation to the School Board on the progress of implementation of CalFresh Healthy Living Program strategies. For youth engagement strategies, presentations must include youth participation	6/30/22	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.	Attend a minimum of one (1) staff meeting at each participating school site to provide CalFresh Healthy Living Program updates,	9/30/22	Activities entered into PEARS and kept on file and include in notes:

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PROCESS OBJECTIVES	ACTIVITIES		COMPLETED BY	DOCUMENTATION
		successes, achievements, and evaluation results of work completed		• Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps. • Additional notes, if applicable.
	GPDA 6.3.	Distribute a year-end fact sheet to school site administrators, food service staff, and school district administrators to share information about CalFresh Healthy Living Program strategies	9/30/22	Activities entered into PEARS and kept on file: • Attach fact sheet.
	GPDA 6.4.	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 five (5) school sites in their district 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 **fifteen (15) free produce "pickups"** with complementary nutrition education activities and promote **CalFresh Food Promotion *(formerly known as "CalFresh", "SNAP", and "food stamps")***, reaching a minimum of 2,000 total low-income students 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. Contract 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; and. • 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 school 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 students, parents, staff, teachers, and service organizations to conduct free produce "pickups"	9/30/22	Activities entered into PEARS and kept on file:

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• 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. Contract 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.	9/30/22	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.
Increase access to healthy food through free produce "pickups", promote CalFresh Food Promotion, conduct assessments and evaluate outcomes			
1A 3. Formative Assessment: Contract shall assess needs and barriers; identify solutions	1A 3.1. Engage a minimum of 10 parents 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. Contract shall promote free produce "pickups", CalFresh Food Promotion, and associated	1A 4.1. Promote free produce "pickups" and associated nutrition education activities by to parents and the school community by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 2,000 total students 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	9/30/22	Activities entered into PEARS and kept on file:

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CALFRESH HEALTHY LIVING PROGRAM
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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
nutrition education classes	of communication provided by the County of Los Angeles to students and families, reaching a minimum of 2,000 total students and parents		• 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	Photo included in Quarterly report.
1A 5. Contract shall conduct free produce "pickups" in school sites	1A 5.1. Conduct a minimum of 15 total free produce "pickups", reaching a minimum of 1,500 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. Contract shall coordinate a CalFresh Food Promotion community forum opportunities in school sites	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	9/30/22	Quarterly Report: • Include completed DPH-approved tracking sheets. • Include photos of CalFresh Food Promotion community forum. • Include photo release forms.
1A 7. Outcome Evaluation: Contract 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. Contract shall conduct and coordinate	1A 8.1. Coordinate 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 by Nutrition Ed. Provider.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
nutrition education activities	1A 8.2. Coordinate taste tests and/or food demonstrations at a minimum of five (5) 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 materials (e.g. tip sheets, recipe books) at each free produce "pickup", 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.
	1A 8.4. Participate in CalFresh Food Promotion Awareness Month activity (at the request of the County), reaching a minimum of 100 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 five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 2: Behavioral Economics
Sub- Strategy A: Water Access and Appeal

Goals:

- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict sugar sweetened beverages

Objective:
Install a minimum of **one (1) fresh water access point and promote water consumption** in a participating school site with complementary nutrition education and healthy beverage activities, reaching a minimum of 500 total students.

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. Contract shall plan and coordinate activities	2A 1.1. Coordinate with Champion teacher to recruit or maintain a minimum of one (1) youth team (minimum of 6 students) to support and/or lead community-based research, identify solutions, and implement strategies to increase healthy beverage consumption through access and promotions of clean, safe, and appealing drinking water on the school campus	10/31/21	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. • Attach youth team roster. • Additional notes, if applicable.
	2A 1.2. Conduct a minimum of one (1) youth-led presentations to appropriate decision-makers, (e.g. school site administrators, food service directors and/or other appropriate staff) to share assessment results and demonstrate student support for freshwater access points	6/30/22	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 • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
	2A 1.3. Conduct a minimum of three (3) meetings and communicate regularly with selected school site administrators, staff (such as maintenance staff) and youth team to develop water access and appeal action plan and gain final approval for water access and appeal plan and	6/30/22	Activities entered into PEARS and kept on file and include in notes:

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	implementation of promotional campaigns to increase the appeal of water in school sites		• Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable. • Additional notes, if applicable.. • Attach Action Plan and keep on • Authorization form kept on file and submitted to DPH.
	2A 1.4. In coordination with DPH, Project Coordinator and youth team to participate in a minimum of one (1) meeting with potential funders, and/or other organizations to request freshwater access point equipment and supplies, fix existing water infrastructure, or otherwise support installation of new fresh water access points. *(Please note that SNAP-Ed funds cannot be used to purchase hydrations stations or fresh water access points)*	6/30/22	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 implement increased water access strategies in schools			
2A 2. Contract shall increase staff and student knowledge and skills	2A 2.1. Conduct a minimum of two (2) trainings per participating site for school staff to support implementation and/or maintenance of water access and appeal 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 applicable presentation materials. • Additional notes, if applicable.
	2A 2.2. Provide ongoing technical assistance and support to school staff and youth teams responsible for supporting implementation of water access and appeal strategies to ensure water access points are maintained and utilized	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.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Attach agenda and any presentation materials. • Additional notes, if applicable.
	2A 2.3. Conduct a minimum of one (1) orientation meeting for youth team to review obesity and its relationship to sugar-sweetened beverage consumption, the impact of water access and appeal on obesity, overview of Youth Participatory Action Research (YPAR), and overview of youth development principles	12/31/21	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. • Additional notes, if applicable.
	2A 2.4. Conduct a minimum of 20 meetings with youth team to plan, coordinate, and implement Youth Participatory Action Research (YPAR) activities, such as assessment, strategy implementation, and information sharing activities	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 2.5. Coordinate a minimum of two (2) trainings for youth team on public speaking, presenting, and communications conducted by DPH funded public relations agency	6/30/22	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.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Increase water and appeal in schools, conduct assessments and evaluate outcomes			
2A 3. Formative Assessment: Contract shall assess needs and barriers; identify solutions	2A 3.1. Lead youth team to conduct research project on healthy beverages and water access, including needs assessment, readiness assessment, and school environment assessment (e.g. key informant interviews, surveys, focus groups, photovoice, videos, and water quality test of public water access points etc.) and analyze results	3/31/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
2A 4. Contract shall promote hydration stations or fresh water access points	2A 4.1. Coordinate a minimum of one (1) meeting with DPH funded public relations agency and youth team to develop, update, and execute a youth-focused promotion plan to highlight hydration stations and/or fresh water access points	3/31/22	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 4.2. Promote hydration stations or fresh water access points to students, parents, and the school community by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 1,000 total students and parents	9/30/22	Activities entered into PEARS and kept on file: • Attach DPH-approved completed assessment tool(s). • Attach photos or screenshots of promotions.
2A 5. Contract shall install hydration stations or fresh water access points in school sites and increase water appeal	2A 5.1. Install a minimum of one (1) new hydration station or other type of fresh water access points, reaching a minimum of 500 total students	4/30/22	Activities entered into PEARS and kept on file: • Attach DPH-approved completed assessment tool(s). • Attach photos of access points.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

2A 6. Outcome Evaluation: Contract shall evaluate program impact	2A 6.1. Lead youth team to conduct post- assessment of student water consumption and perceptions of water access points, and knowledge of importance of water consumption, impact of sugar-sweetened beverages on health using a DPH-approved assessment tool	6/30/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional comments as needed.
Increase nutrition knowledge and skills			
2A 7. Contract shall conduct nutrition education activities	2A 7.1. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption and discourage sugar sweetened beverage consumption throughout school settings and near fresh water access points, replacing once per semester (3 times total), reaching 500 total students	12/31/21, 3/31/22, 9/30/22	Activities entered into PEARS and kept on file • Attach photos of promotions.
	2A 7.2. Conduct a minimum of five (5) total *Rethink Your Drink* demonstrations during lunch or other school events, reaching a minimum of 500 total students	9/30/21	Activities entered into PEARS and kept on file.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 2: Behavioral Economics
Sub-Strategy B: Smarter Lunchroom Movement

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 of two (2) elementary schools will implement a minimum of **10 Smarter Lunchroom Movement (SLM)** strategies each and **improve their SLM scorecard by at least one (1) level or maintain gold level** in each school site, reaching a minimum of 900 students.

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			
2B 1. Contract shall plan and coordinate activities	2B 1.1. Coordinate and collaborate with Champion teacher and school site staff to maintain nutrition-services leadership and staff support to implement Smarter Lunchroom Movement (SLM) strategies, including assessment, planning, and implementation	9/30/22	Activities entered into PEARS and kept on file and include in notes: • roster of names and roles of staff-level champions. • Additional notes, if applicable.
	2B 1.2. Meet and/or communicate through phone calls, email, or other communication methods with key school site staff a minimum of four (4) times to provide updates, plan Smarter Lunchroom Movements (SLM) 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; • roles and responsibilities. • Additional notes, if applicable.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Increase and/or maintain institutional capacity to provide opportunities for Smarter Lunchroom Movements (SLM)			
2B 2. Contract shall increase staff knowledge and skills	2B 2.1. Conduct a minimum of two (2) on-site staff trainings per site on implementing Smarter Lunchroom Movement (SLM) strategies for "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.
	2B 2.2. Meet and/or communicate through phone calls, email, or other communication methods with school site staff as needed to provide additional technical assistance and training to implement Smarter Lunchroom Movements (SLM) 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.
	2B 2.3. Conduct follow up site visits, with DPH, three (3) times per participating 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, if applicable. • Additional notes, if applicable.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Move young people and families to access and choose healthy meals through Smarter Lunchroom Movements (SLM) strategies, conduct assessments and evaluate outcomes			
2B 3. Contract shall promote Smarter Lunchroom Movements (SLM) strategies	2B 3.1. Promote Smarter Lunchroom Movements (SLM) to parents and other stakeholders by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 500 total parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
2B 4. Contract shall implement Smarter Lunchroom Movements strategies	2B 4.1. Implement 10 total Smarter Lunchroom Movements (SLM) strategies in each school site	9/30/22	Activities entered into PEARS and kept on file: • Attach completed assessment tool(s) • Attach photos of strategies implemented
	2B 4.2. Improve Smarter Lunchroom Movements (SLM) scorecard by at least 1 level OR maintain a gold level In each school site	9/30/22	• Activities entered into PEARS and kept on file. • Attach completed assessment tool(s). • Additional comments as needed.
2B 5. Outcome Evaluation: Contract shall evaluate program impact	2B 5.1. Conduct food waste audit post-assessment using *USDA/EPA Guide to Conducting Student Food Waste Audits: A Resource for Schools*	6/30/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
	2B 5.2. Conduct Smarter Lunchroom Movements (SLM) scorecard post-assessment in collaboration with school staff	Year 3, 6/30/20	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.

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PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	2B 5.3. **Impact Outcome Evaluation (IOE):** Coordinate with DPH to administer a minimum of 180 post-tests of the *Eating and Activity Tool for Students (EATS)* to elementary students who participated in the nutrition education series during year 3	5/20/22	Name of teacher, class roster, and date of when EATS assessment was administered
Increase nutrition knowledge and skills			
2B 6. Contract shall promote Smarter Lunchroom Movements (SLM) nutrition education activities	2B 6.1. Promote parent-focused nutrition education classes to parents and other stakeholders by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication 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.
2B 7. Contract shall conduct and coordinate nutrition education activities	2B 7.1. Promote, support and reinforce messages of the CalFresh Healthy Living Program with displays, posters, and educational boards throughout the school campus and cafeteria that encourage healthy food and beverage choices, reaching 500 total students	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	2B 7.2. Coordinate a minimum of six (6) nutrition class series' (minimum of 5 classes per series) using approved CalFresh Healthy Living Program curricula for a minimum of 180 total 4th and/or 5th grade students spanning two (2) elementary school sites *(Please note the same curriculum must be used throughout the grant cycle)*	9/30/22	Copies of sign-in sheet (provided by nutrition education and physical activity provider) kept on file. *Activities entered into PEARS and kept on file by Nutrition Education and Physical Activity provider.*
	2B 7.3. Coordinate a minimum of 30 total nutrition education classes for parents, a minimum of 15 of which include a food demonstration, spanning two elementary school sites, reaching a minimum of 300 total attendees	9/30/22	Copies of sign-in sheet (provided by nutrition education and physical activity provider) kept on file. *Activities entered into PEARS and kept on file by Nutrition Education and Physical Activity provider.*

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 2: Behavioral Economics
Sub-Strategy C: "Share Table(s)"

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:
A minimum of one (1) school will implement "**share table(s)"** strategies, reaching a minimum of 500 total students.

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			
2C 1. Contract shall plan and coordinate activities	2C 1.1. Coordinate with Champion teacher to recruit a minimum of one (1) youth team (minimum of 6 students) to support and/or lead community-based research, identify solutions, and implement "share table(s)" in the school site	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. • Additional notes, if applicable.
	2C 1.2. Conduct a minimum of one (1) youth-led presentation to appropriate decision-makers, (e.g. school site administrators, food service directors and/or other appropriate staff) to present assessment results, demonstrate student support for "share table(s)"	6/30/22	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. • Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
	2C 1.3. Conduct a minimum of two (2) meetings with food service staff to and coordinate the logistics of diverting food and produce from trash to "share table(s)" for distribution to students, staff, and/or nonprofit/charitable organizations.	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.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Additional notes, if applicable.
Increase and/or maintain institutional capacity to implement "share table(s)" in schools, conduct assessments and evaluate outcomes			
2C 2. Contract shall increase staff knowledge and skills	2C 2.1. Conduct a minimum of one (1) staff training for food service staff to inform them of policies and regulations related to implementation of "share table(s)" in schools	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.
	2C 2.2. Conduct a minimum of one (1) orientation meeting for youth team to review food insecurity and its relationship to obesity, the impact of access to healthy food on obesity, overview of Youth Participatory Action Research (YPAR), and overview of youth development principles	12/31/22	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. • Additional notes, if applicable.
	2C 2.3. Conduct a minimum of 20 meetings with youth team to plan, coordinate, and implement Youth Participatory Action Research (YPAR) activities, such as assessment, strategy implementation, and information sharing activities	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.
	2C 2.4. Coordinate a minimum of two (2) trainings for youth teams per site on public speaking, presenting, and communications conducted by DPH funded public relations agency	6/30/22	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.

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Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Attach agenda and any applicable presentation materials. • Additional notes, if applicable.
Increase healthy food consumption by increasing access and appeal to healthy foods and produce in schools			
2C 3. Contract shall Promote "share table(s)" in school sites	2C 3.1. Coordinate a minimum of one (1) meeting with a DPH funded public relations agency develop, update and execute a youth-focused promotion plan to highlight and promote "share table(s)"in schools	3/31/22	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.
	2C 3.2. Promote "share tables" to students and the school community by distributing DPH-approved flyers, posters, email, social media posts, and any other forms of communication, reaching a minimum of 500 total students	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	2C 3.3. Distribute DPH-approved flyers and a fact sheet to parents to promote "share table(s)" to inform parents of improvements made in school sites, reaching a minimum of 500 parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
2C 4. Contract shall conduct "share table(s)" in school sites	2C 4.1. Conduct "share table(s)" in a minimum of one (1) school site, reaching a minimum of 500 students	9/30/22	Activities entered into PEARS and kept on file: • Attach DPH-approved tracking tool. • Attach photos of access points.
2C 5. Outcome Evaluation: Contract shall	2C 5.1. Conduct assessment of amount of food, types of food, and number of students served through "share table(s)"	9/30/22	Activities entered into PEARS and kept on file: • Attach DPH-approved tracking tool. • Attach photos of access points.

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OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
evaluate program impact	2C 5.2. Conduct food waste audit post-assessment using *USDA/EPA Guide to Conducting Student Food Waste Audits: A Resource for Schools*	6/30/22	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
Increase nutrition knowledge and skills			
2C 6. Contract shall conduct nutrition education activities	2C 6.1. Place *Rethink Your Drink* posters and other CDPH developed print materials that promote water consumption throughout school settings and near fresh water access points, replacing once per semester (3 times total), reaching 500 total students	12/31/21, 3/31/22, 9/30/22	Activities entered into PEARS and kept on file: • Attach photos of activity.
	2C 6.2. Promote healthy eating and beverage choices by distributing DPH approved culturally and linguistically appropriate nutrition education materials to students, reaching a minimum of 500 total students	9/30/22	Activities entered into PEARS and kept on file • Attach photos or screenshots of promotions.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

Strategy 3: Daily Quality Physical Activity
Sub-Strategy A: Improve physical activity in schools (Non-PE)

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 three (3) total elementary and/or middle school sites will **improve physical activity in schools (Non-PE)** by training afterschool providers to implement CATCH Kids Club (CKC), reaching a minimum of 300 students.

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. **Contract shall plan and coordinate activities**	3A 1.1. Conduct a minimum of three (3) meetings per participating site and regularly communicate with after-school partners through phone calls, email, or other communication methods to provide continuing support and coordination for CATCH Kids Club (CKC) 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 steps. • Additional notes, if applicable.
	3A 1.2. Engage additional appropriate after-school or school site partners to inform them of CATCH Kids Club (CKC) 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
Increase and/or maintain institutional capacity to implement CATCH Kids Club (CKC) activities in after-school settings,			
3A 2. Contract shall increase staff	3A 2.1. Schedule and conduct additional trainings as needed for new after-school staff at each participating after-school site	9/30/22	Activities entered into PEARS and kept on file and include in notes:

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SCOPE OF WORK
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CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
knowledge and skills			• Attendees and associated school district. • Attach agenda and presentation materials. • Additional notes, if applicable.
	3A 2.2. Conduct a minimum of two (2) follow up site visits per school 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, if applicable. • Attach agenda and presentation materials. • Additional notes, if applicable.
Increase physical activity and nutrition knowledge and skills by implementing CATCH Kids Club (CKC) physical activity programming in after-school settings, conduct assessments and evaluate outcomes			
3A 3. Contract shall promote CATCH Kids Club (CKC) activities	3A 3.1. Promote after-school CATCH Kids Club (CKC) activities by distributing DPH-approved flyers, posters in school offices, classrooms, hallways, athletic areas, etc., and parent centers, reaching a minimum of 1,000 total students and parents	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
3A 4. Contract shall conduct CATCH Kids Club (CKC) activities in school sites	3A 4.1. Promote, support and reinforce PA 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 students and parents throughout the school campus, cafeteria, and parent centers, reaching a minimum of 1,000 total students and parents per participating site	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions.
	3A 4.2. After-school staff to conduct a minimum of 180 total CATCH Kids Club (CKC) physical activity sessions in participating after school sites, reaching a minimum of 300 total students	9/30/22	Activities entered into PEARS and kept on file:

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SCOPE OF WORK
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CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 2: K-12 SCHOOLS AND AFTERSCHOOL PROGRAMS
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

Contractors in this category will work with five (5) school sites in their district to accomplish the following goals, outcomes, and objectives:

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
			• Attach applicable CATCH kids Club (CKC) curriculum tools to track PA activities.
	3A 4.3. After-school staff to conduct a minimum of 90 total lessons from each of the seven (7) themes of the CATCH Kids Club (CKC) nutrition education program, reaching a minimum of 300 total students	9/30/22	Activities entered into PEARS and kept on file: • Attach applicable CATCH kids Club (CKC) curriculum tools to track PA activities.
3A 5. Outcome Evaluation: Contract shall evaluate program impact	3A 5.1. Conduct post-assessments using DPH-approved CATCH Kids Club assessment tools	6/30/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.
	3A 5.2. Conduct post-assessment using the *Student Physical Activity and Nutrition (SPAN) survey*	6/30/21	Activities entered into PEARS and kept on file: • Attach completed Assessment tool(s). • Additional notes as applicable.