COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health programs in underserved communities OR have a minimum of (3) years of experience implementing public health programs 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 program deliverables, reporting, supervising staff, coordinating with decision-makers, partners, and community members and acts as the main point of contact to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Health educator/PA specialist (2 staff members @ 1.0 FTE each) **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:** This person is responsible for supporting the Project Coordinator in the management, planning, and execution of the program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members		

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	AR 1.3. **Position:** Administrative Assistant (1 staff member @ 1.0 FTE) **Job Duties:** Execute administrative tasks and conduct data entry, support program implementation and tracking process objectives, program deliverables, including data entry, file management, logistics and coordination of meetings and other program needs, and general program support Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and federal audits		
AR 2. Contractor shall complete 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 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

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes (completed by DPH staff, agency staff invited to edit and correct) Kept on file at DPH
	AR 3.3. Complete PEARS data entry for nutrition education and physical activity classes	Monthly	Activities entered into PEARS and kept on file
	AR 3.4. Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published Dietary Guidelines for Americans	Annually, upon request	Summary report kept on file
AR 4. Contractor shall increase staff knowledge and skills	AR 4.1. Project Coordinator and Fiscal Analyst (or similar position) to attend SNAP-Ed onboarding training session(s) on CalFresh Healthy Living Program, (e.g. administrative requirements, reporting requirements, strategy implementation, and nutrition education and physical activity strategies)	6/30/20	Sign-in sheet/confirmation of attendance by DPH kept on file at DPH
AR 5. Contractor shall secure certifications and permits	AR 5.1. Obtain ServSafe Certification and Environmental Health Food Demonstration Permit	6/30/20	ServSafe certifications kept on file and submitted to DPH
	AR 5.2. Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/20	Documents kept on file and submitted to DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

Nutrition Education and Physical Activity (NEPA)

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
- Adopt, implement, maintain, and support programs, policies, and enhancements to the natural and built environment to increase physical activity opportunities

Objective:
Conduct **80-90 nutrition education and physical activity classes** at schools and parks, reaching a minimum of 800-900 total attendance by low-income students, parents, and community members

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 nutrition education activities				
NEPA 1. Contractor shall plan and coordinate activities	NEPA 1.1.	Conduct and/or participate in a minimum of two (2) meetings with assigned CalFresh Food Healthy Living Program grantee(s), DPH, and, if necessary, site administrators and/or site 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, key attendees, key objectives and outcomes from meetings, and next steps, if applicable • Additional notes, if applicable
	NEPA 1.2.	Conduct and/or participate in a minimum of two (2) meetings with DPH-funded Produce Distribution organization, and DPH staff to discuss logistics and coordinate nutrition education activities at all free produce "pickups" conducted in parks	9/30/20	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable • Additional notes, if applicable
Increase and/or maintain institutional capacity to implement increased nutrition education strategies				
NEPA 2. Contractor shall increase staff	NEPA 2.1.	Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	6/30/20+ as needed	Webinar completion verification checklist submitted to DPH and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
knowledge and skills	NEPA 2.2. Newly hired staff to participate in a minimum of two CalFresh Healthy Living Program trainings (e.g. *Rethink Your Drink*, Ensuring food safety at food demonstrations)	6/30/20 and as needed	Agenda to be kept on file
	NEPA 2.3. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	NEPA 2.4. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	NEPA 2.5. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	NEPA 2.6. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	NEPA 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
	NEPA 2.8. Participate in a minimum of one (1) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/20	Agenda to be kept on file
NEPA 3. Contractor shall build infrastructure	NEPA 3.1. Complete required environmental health food demonstration training and application process for CalFresh Food Healthy Living Program grantees (DPH will provide procedure and documents)	6/30/20	Documents kept on file and submitted to DPH
Increase nutrition and physical activity knowledge and skills, conduct assessments and evaluate outcomes, and communicate output and impact of CalFresh Healthy Living Program strategies			
NEPA 4. Contractor shall promote nutrition education information	NEPA 4.1. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
NEPA 5. Contractor shall promote and	NEPA 5.1. Coordinate with assigned site to promote nutrition classes by providing information and/or designing DPH-approved flyers,	9/30/20	Activities entered into PEARS and kept on file:

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

PROCESS OBJECTIVES		ACTIVITIES	COMPLETED BY	DOCUMENTATION
conduct nutrition activities education and physical activity classes at schools (time/location per community need)		posters, email, social media, and any other forms of communication		• Attach photos or screenshots of promotions
	NEPA 5.2.	Participate in five (5) total school community events, (e.g. open house, back to school night, athletic events etc.), one (1) per participating school site to promote healthy food choices using nutrition education materials provided by DPH, conducting a food demonstration, or conducting a *Rethink Your Drink* demonstration	9/30/20	Activities entered into PEARS and kept on file
	NEPA 5.3.	Conduct a minimum of five (5) total nutrition education classes for parents, two (2) of which include a food demonstration, at any school sites selected by DPH funded school district, reaching a minimum of 50 total attendees	9/30/20	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Sign in sheets kept on file
NEPA 6. Contractor shall conduct nutrition education activities at free produce "pickups" in schools	NEPA 6.1.	Conduct 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
NEPA 7. Contractor shall conduct nutrition education activities as part of Smarter Lunchroom Movement strategies	NEPA 7.1.	Coordinate a minimum of five (5) total nutrition education classes for parents, a minimum of three (3) of which include a food demonstration, spanning two elementary school sites, reaching a minimum of 50 total attendees	9/30/20	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Sign in sheets kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
NEPA 8. Contractor shall conduct nutrition education activities and physical activity classes in parks	NEPA 8.1. Conduct a minimum of 8-10 total physical activity classes spanning 4-5 DPH identified parks, reaching 80-100 total attendees	9/30/20	Activities entered into PEARS and kept on file
	NEPA 8.2. Conduct 4-5 *Rethink Your Drink* demonstrations spanning 4-5 DPH identified parks, reaching 40-50 total attendees	9/30/20	Activities entered into PEARS and kept on file
	NEPA 8.3. Conduct taste tests and/or food demonstrations at a minimum of 4-5 total free produce "pickups" in DPH identified parks, reaching a minimum of 400-500 total attendees	9/30/20	Activities entered into PEARS and kept on file
	NEPA 8.4. Coordinate a minimum of 2-3 total single-session nutrition education classes that include a food demonstration at 2-3 total free produce "pickups" in DPH identified parks, reaching a minimum of 20-30 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
	NEPA 8.5. Promote healthy eating and beverage choices by distributing DPH approved culturally and linguistically appropriate nutrition education materials and recipe books (provided by DPH) at all free produce "pickups" in DPH identified parks, reaching a minimum of 400-500 total people	9/30/20	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
NEPA 9. Contractor shall conduct nutrition education activities in community-based settings	NEPA 9.1. Conduct 5 *Rethink Your Drink* demonstrations in community-based settings at the request of DPH and in response to community need	9/30/20	Activities entered into PEARS and kept on file
	NEPA 9.2. Conduct a minimum of 15 total nutrition education classes (single session or class series) in SNAP-Ed eligible community-based settings, (e.g. on-site, partner organization sites, community events, etc.) to address community need through requests from the community and/or in coordination with DPH *(Note: All other school-based and parks-based nutrition education activity classes listed in the SOW must be able to be completed and*	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

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
UPON EXECUTION – SEPTEMBER 30, 2020

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	take priority in scheduling All community-based nutrition education classes must be approved by DPH before scheduling to ensure site eligibility)		
NEPA 10. Outcome Evaluation: Contractor shall evaluate program impact	NEPA 10.1. Participate in additional evaluation activities as requested by DPH	9/30/20	Activities entered into PEARS and kept on file
NEPA 11. Contractor shall share information about program implementation	NEPA 11.1. At the request of DPH, participate in a press event or media promotion to promote program activities and achievements	9/30/20	Activities entered into PEARS and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** Project Coordinator (1 staff member @ 1.0 FTE) **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health programs in underserved communities OR have a minimum of three (3) years of experience implementing public health programs 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 main point of contact to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Health educator/PA specialist (2 staff members @ 1.0 FTE each) **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:** This person is responsible for supporting the Project Coordinator in the management, planning, and execution of the process objectives, program deliverables, reporting, supervising		

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	staff, and coordinating with decision-makers partners, and community members		
	AR 1.3. **Position:** Administrative Assistant (1 staff member @ 1.0 FTE) **Job Duties:** Execute administrative tasks and conduct data entry, support program implementation and tracking process objectives, program deliverables, including data entry, file management, logistics and coordination, and general program support Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and federal audits		
AR 2. Contractor shall complete 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
	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

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes (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 nutrition education and physical activity classes	Monthly	Activities entered into PEARS and kept on file
	AR 3.5. Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published Dietary Guidelines for Americans	Annually, upon request	Summary report kept on file
AR 4. Contractor shall secure certifications and permits	AR 4.1. Obtain ServSafe Certification and Environmental Health Food Demonstration Permit	As needed	ServSafe kept certifications on file and submitted to DPH
	AR 4.2. Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/21	Documents kept on file and submitted to DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

Nutrition Education and Physical Activity (NEPA)

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
- Adopt, implement, maintain, and support programs, policies, and enhancements to the natural and built environment to increase physical activity opportunities

Objective:
Conduct **160-190 nutrition education and physical activity classes** at schools and parks, reaching a minimum of 3,000 total attendance by low-income students, parents, and community members

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 nutrition education activities			
NEPA 1. Contractor shall plan and coordinate activities	NEPA 1.1. Conduct and/or participate in a minimum of four (4) meetings with assigned CalFresh Food Healthy Living Program grantee(s), DPH, and, if necessary, site administrators and/or site 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, key attendees, key objectives and outcomes from meetings, and next steps, if applicable • Additional notes, if applicable
	NEPA 1.2. Conduct and/or participate in a minimum of four (4) meetings with DPH-funded Produce Distribution organization, and DPH staff to discuss logistics and coordinate nutrition education activities at all free produce "pickups" conducted in parks	9/30/21	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable • Additional notes, if applicable
Increase and/or maintain institutional capacity to implement increased nutrition education strategies			

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

NEPA 2. Contractor shall increase staff knowledge and skills	NEPA 2.1. Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	Within three months of hire	Webinar completion verification checklist submitted to DPH and kept on file
	NEPA 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	NEPA 2.3. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	NEPA 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	NEPA 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	NEPA 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
	NEPA 2.7. Participate in a minimum of three (3) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/21	Agenda to be kept on file
Increase nutrition and physical activity knowledge and skills, conduct assessments and evaluate outcomes, and communicate output and impact of CalFresh Healthy Living Program strategies			
NEPA 3. Contractor shall promote nutrition education information	NEPA 3.1. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
NEPA 4. Contractor shall promote and conduct nutrition activities education and physical activity classes at schools	NEPA 4.1. Coordinate with assigned site to promote nutrition classes by providing information and/or designing DPH-approved flyers, posters, email, social media, and any other forms of communication	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	NEPA 4.2. Participate in five (5) total school community events, (e.g. open house, back to school night, athletic events etc.), one (1) per participating school site to promote healthy food choices using nutrition education materials provided by DPH, conducting a food demonstration, or conducting a *Rethink Your Drink* demonstration	9/30/21	Activities entered into PEARS and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

(time/location per community need)	NEPA 4.3.	Conduct a minimum of 20 total nutrition education classes for parents, 15 of which include a food demonstration, at any school sites selected by DPH funded school district, reaching a minimum of 200 total attendees	9/30/21	Activities entered into PEARS and kept on file • Demographics updated as needed using Participant Data Cards • Sign in sheets kept on file
NEPA 5. Contractor shall conduct nutrition education activities at free produce "pickups" in schools	NEPA 5.1.	Conduct a minimum of five (5) total single-session nutrition education classes that include a focus on food resource management and a food demonstration at a minimum of five (5) free produce "pickups", reaching a minimum of 50 total attendees	9/30/21	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Sign in sheets kept on file
	NEPA 5.2.	Conduct 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
NEPA 6. Contractor shall conduct nutrition education activities as part of Smarter Lunchroom Movement strategies	NEPA 6.1.	Conduct a minimum of six (6) nutrition class series' (minimum of 5 classes per series) using approved CalFresh Food Healthy Living Program curricula for a minimum of 180 4th and/or 5th grade students spanning two elementary school sites *(Note: the same curriculum must be used throughout the grant cycle)*	9/30/21	Activities entered into PEARS and kept on file: • Student attendance records attached
	NEPA 6.2.	Conduct a minimum of 30 total nutrition education classes for parents, a minimum of 20 of which include a food demonstration, spanning two elementary school sites, reaching a minimum of 300 total attendees as part of Smarter Lunchroom (SLM) activities	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
NEPA 7. Contractor shall conduct nutrition education activities and	NEPA 7.1.	Conduct a minimum of 30-50 total physical activity classes spanning 4-5 DPH identified parks, reaching 300-500 total attendees	9/30/21	Activities entered into PEARS and kept on file
	NEPA 7.2.	Conduct 10-15 *Rethink Your Drink* demonstrations spanning 4-5 DPH identified parks, reaching 100-150 total attendees	9/30/20	Activities entered into PEARS and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

	physical activity classes in parks	NEPA 7.3. Conduct taste tests and/or food demonstrations at a minimum of 4-5 total free produce "pickups" in DPH identified parks, reaching a minimum of 400-500 total attendees	9/30/21	Activities entered into PEARS and kept on file
		NEPA 7.4. Coordinate a minimum of 2-3 total single-session nutrition education classes that include a food demonstration at 2-3 total free produce "pickups" in DPH identified parks, reaching a minimum of 20-30 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
		NEPA 7.5. Promote healthy eating and beverage choices by distributing DPH approved culturally and linguistically appropriate nutrition education materials and recipe books (provided by DPH) at all free produce "pickups" in DPH identified parks, reaching a minimum of 400-500 total people	9/30/21	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
NEPA 8.	**Contractor shall conduct nutrition education activities in community-based settings**	NEPA 8.1. Conduct 10 *Rethink Your Drink* demonstrations in community-based settings at the request of DPH and in response to community need	9/30/21	Activities entered into PEARS and kept on file
		NEPA 8.2. Conduct a minimum of 25 total nutrition education classes (single session or class series) in SNAP-Ed eligible community-based settings, (e.g. on-site, partner organization sites, community events, etc.) to address community need through requests from the community and/or in coordination with DPH *(Note: All other school-based and parks-based nutrition education activity classes listed in the SOW must be able to be completed and take priority in scheduling All community-based nutrition education classes must be approved by DPH before scheduling to ensure site eligibility)*	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
NEPA 9.	**Outcome Evaluation: Contractor shall**	NEPA 9.1. Coordinate with assigned school district 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	7/30/21	• Activities entered into PEARS and kept on file • Submit matched pairs to DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2020 – SEPTEMBER 30, 2021

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

evaluate program impact	NEPA 9.2. Participate in additional evaluation activities as requested by DPH	9/30/21	• Activities entered into PEARS and kept on file
NEPA 10. Contractor shall chare information about program implementation	NEPA 10.1. 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

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

Administrative Requirements (AR)

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
Build institutional capacity and fulfill administrative/management requirements			
AR 1. Contractor shall maintain minimum appropriate staffing structure	AR 1.1. **Position:** One full time (1.0 FTE) Project Coordinator **Experience and Educational Requirements:** Master's Degree in Public Health, Nutrition Sciences, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health programs in underserved communities OR have a minimum of three (3) years of experience implementing public health programs 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 a liaison to DPH	Hired within 60 days of contract execution and as needed through 9/30/20	• Updated personnel reporting included in quarterly written reports • Resume for all staff kept on file and submitted to DPH
	AR 1.2. **Position:** Health educator/PA specialist (2 staff members @ 1.0 FTE each) **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:** This person is responsible for supporting the Project Coordinator in the management, planning, and execution of the		

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	program deliverables, reporting, supervising staff, and coordinating with decision-makers partners, and community members		
	AR 1.3. **Position:** Administrative Assistant (1 staff member @ 1.0 FTE) **Job Duties:** Execute administrative tasks and conduct data entry, support program implementation and tracking process objectives, program deliverables, including data entry, file management, logistics and coordination of meetings and other program needs, and general program support Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and Federal audits		
AR 2. Contractor shall complete 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), 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

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
AR 3. Contractor shall monitor program implementation	AR 3.1. Submit quarterly reports completed by the end of each quarter of the program year, the last of which will include a year-end summary and success story	Quarterly	Quarterly Report using DPH-provided template kept on file and submitted to DPH
	AR 3.2. Participate in 12 Monthly check-in calls	Monthly	Check-in call log and notes. Kept on file at DPH
	AR 3.3. Participate in 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 nutrition education and physical activity classes	Monthly	Activities entered into PEARS and kept on file
	AR 3.5. Complete curriculum fidelity review, including on-site observation of nutrition education classes and activities to ensure curriculum is being implemented with fidelity and in alignment with the most recently published Dietary Guidelines for Americans	Annually, upon request	Summary report kept on file
AR 4. Contractor shall secure certifications and permits	AR 4.1. Obtain ServSafe Certification and Environmental Health Food Demonstration Permit	As needed	ServSafe certifications kept on file and submitted to DPH
	AR 4.2. Complete DPH Environmental Health Temporary Food Facility application(s) and other relevant permits to conduct food demonstrations and produce distributions (DPH will provide procedure and documents)	9/30/22	Documents kept on file and submitted to DPH

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

Nutrition Education and Physical Activity (NEPA)

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
- Adopt, implement, maintain, and support programs, policies, and enhancements to the natural and built environment to increase physical activity opportunities

Objective:
Conduct **160-190 nutrition education and physical activity classes** at schools and parks, reaching a minimum of 3,000 total attendance by low-income students, parents, and community members

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 nutrition education activities			
NEPA 1. Contractor shall plan and coordinate activities	NEPA 1.1. Conduct and/or participate in a minimum of four (4) meetings with assigned CalFresh Food Healthy Living Program grantee(s), DPH, and, if necessary, site administrators and/or site 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, key attendees, key objectives and outcomes from meetings, and next steps, if applicable • Additional notes, if applicable
	NEPA 1.2. Conduct and/or participate in a minimum of four (4) meetings with DPH-funded Produce Distribution organization, and DPH staff to discuss logistics and coordinate nutrition education activities at all free produce “pickups” conducted in parks	9/30/22	Activities entered into PEARS and kept on file and include in notes: • Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable • Additional notes, if applicable
Increase and/or maintain institutional capacity to implement increased nutrition education strategies			
NEPA 2. Contractor shall increase staff	NEPA 2.1. Newly hired staff to view 10 DPH-identified SNAP-Ed orientation webinars	Within three months of hire	Webinar completion verification checklist submitted to DPH and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
knowledge and skills	NEPA 2.2. Participate in quarterly collaborative calls, webinars, and/or meetings to exchange information and best practices	Quarterly	Agenda to be kept on file
	NEPA 2.3. Attend annual SNAP-Ed LIA conference	Annually	Agenda to be kept on file
	NEPA 2.4. Attend All Funded Partners Meetings in Los Angeles County	Semi-annually	Agenda to be kept on file
	NEPA 2.5. Participate in *Nutrition Access LA* collaborative to address food insecurity in Los Angeles County	Tri-annually	Agenda to be kept on file
	NEPA 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
	NEPA 2.7. Participate in a minimum of three (3) Nutrition Education and Physical Activity collaborative meetings/trainings	9/30/22	Agenda to be kept on file
Increase nutrition and physical activity knowledge and skills, conduct assessments and evaluate outcomes, and communicate output and impact of CalFresh Healthy Living Program strategies			
NEPA 3. Contractor shall promote nutrition education information	NEPA 3.1. Promote healthy eating and beverage choices by distributing DPH-approved culturally and linguistically appropriate nutrition education materials (e.g. tip sheets, recipe books, simple messages etc.) through flyers and posters, email, social media, and any other form of communication to children and families	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
NEPA 4. Contractor shall promote and conduct nutrition activities education and physical activity classes at schools (time/location per community need)	NEPA 4.1. Coordinate with assigned site to promote nutrition classes by providing information and/or designing DPH-approved flyers, posters, email, social media, and any other forms of communication	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
	NEPA 4.2. Participate in five (5) total school community events, (e.g. open house, back to school night, athletic events etc.), one (1) per participating school site to promote healthy food choices using nutrition education materials provided by DPH, conducting a food demonstration, or conducting a *Rethink Your Drink* demonstration	9/30/22	Activities entered into PEARS and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
	NEPA 4.3. Conduct a minimum of 20 total nutrition education classes for parents, 15 of which include a food demonstration, at any school sites selected by DPH funded school district, reaching a minimum of 200 total attendees	9/30/22	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Sign in sheets kept on file
NEPA 5. Contractor shall conduct nutrition education activities at free produce "pickups in schools	NEPA 5.1. Conduct a minimum of five (5) total single-session nutrition education classes that include a focus on food resource management and a food demonstration at a minimum of five (5) free produce "pickups", reaching a minimum of 50 total attendees	9/30/22	Activities entered into PEARS and kept on file: • Demographics updated as needed using Participant Data Cards • Sign in sheets kept on file
	NEPA 5.2. Conduct 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
NEPA 6. Contractor shall conduct nutrition education activities as part of Smarter Lunchroom Movement strategies	NEPA 6.1. Conduct a minimum of 6 nutrition class series' (minimum of 5 classes per series) using approved CalFresh Food Healthy Living Program curricula for a minimum of 180 4th and/or 5th grade students spanning two elementary school sites *(Note: the same curriculum must be used throughout the grant cycle)*	9/30/22	Activities entered into PEARS and kept on file: • Student attendance records attached
	NEPA 6.2. Conduct a minimum of 30 total nutrition education classes for parents, a minimum of 20 of which include a food demonstration, spanning two elementary school sites, reaching a minimum of 300 total attendees as part of Smarter Lunchroom (SLM) activities	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
NEPA 7. Contractor shall conduct nutrition education activities and	NEPA 7.1. Conduct a minimum of 30-50 total physical activity classes spanning 4-5 DPH identified parks, reaching 300-500 total attendees	9/30/22	Activities entered into PEARS and kept on file
	NEPA 7.2. Conduct 10-15 *Rethink Your Drink* demonstrations spanning 4-5 DPH identified parks, reaching 100-150 total attendees	9/30/22	Activities entered into PEARS and kept on file

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
physical activity classes in parks	NEPA 7.3. Conduct taste tests and/or food demonstrations at a minimum of 4-5 total free produce "pickups" in DPH identified parks, reaching a minimum of 400-500 total attendees	9/30/22	Activities entered into PEARS and kept on file
	NEPA 7.4. Coordinate a minimum of 2-3 total single-session nutrition education classes that include a food demonstration at 2-3 total free produce "pickups" in DPH identified parks, reaching a minimum of 20-30 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
	NEPA 7.5. Promote healthy eating and beverage choices by distributing DPH approved culturally and linguistically appropriate nutrition education materials and recipe books (provided by DPH) at all free produce "pickups" in DPH identified parks, reaching a minimum of 400-500 total people	9/30/22	Activities entered into PEARS and kept on file: • Attach photos or screenshots of promotions
NEPA 8. Contractor shall conduct nutrition education activities in community-based settings	NEPA 8.1. Conduct 10 *Rethink Your Drink* demonstrations in community-based settings at the request of DPH and in response to community need	9/30/22	Activities entered into PEARS and kept on file
	NEPA 8.2. Conduct a minimum of 25 total nutrition education classes (single session or class series) in SNAP-Ed eligible community-based settings, (e.g. on-site, partner organization sites, community events, etc.) to address community need through requests from the community and/or in coordination with DPH *(Note: All other school-based and parks-based nutrition education activity classes listed in the SOW must be able to be completed and take priority in scheduling All community-based nutrition education classes must be approved by DPH before scheduling to ensure site eligibility)*	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

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

SAMPLE SCOPE OF WORK
AGENCY NAME

CALFRESH HEALTHY LIVING PROGRAM
CATEGORY 6: NUTRITION EDUCATION AND PHYSICAL ACTIVITY
OCTOBER 1, 2021 – SEPTEMBER 30, 2022

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

PROCESS OBJECTIVES	ACTIVITIES	COMPLETED BY	DOCUMENTATION
NEPA 9. Outcome Evaluation: Contractor shall evaluate program impact	NEPA 9.1. Coordinate with assigned school district 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	7/30/22	• Activities entered into PEARS and kept on file • Submit matched pairs to DPH
	NEPA 9.2. Participate in additional evaluation activities as requested by DPH	9/30/22	• Activities entered into PEARS and kept on file
NEPA 10. Contractor shall share information about program implementation	NEPA 10.1. 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