

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
<b>Build institutional capacity and fulfill administrative/management requirements</b>			
<p><b>AR 1. Contractor shall maintain minimum appropriate staffing structure</b></p>	<p>AR 1.1. <b>Position:</b> Project Coordinator (1 staff member @ 1.0 FTE)</p> <p><b>Experience and Educational Requirements:</b> 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</p> <p><b>Job Duties:</b> 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</p>	<p>Hired within 60 days of contract execution and as needed through 9/30/20</p>	<ul style="list-style-type: none"> <li>• Updated personnel reporting included in quarterly written reports</li> <li>• Resume for all staff kept on file and submitted to DPH</li> </ul>
	<p>AR 1.2. <b>Position:</b> Health educator/PA specialist (2 staff members @ 1.0 FTE each)</p> <p><b>Experience and Educational Requirements:</b> 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</p> <p><b>Job Duties:</b> 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</p>		

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	AR 1.3. <b>Position:</b> Administrative Assistant (1 staff member @ 0.35 FTE)  <b>Job Duties:</b> 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		
<b>AR 2. Contractor shall complete contractual and fiscal management responsibilities</b>	AR 2.1. Submit monthly invoices and maintain backup expense documentation	Monthly	<ul style="list-style-type: none"> <li>Monthly invoice submitted to DPH</li> <li>Backup documentation submitted to DPH upon request</li> </ul>
	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	<ul style="list-style-type: none"> <li>Signed Audit Documents kept on file and with DPH</li> <li>Letter of Completion kept on file</li> </ul>
	AR 2.3. Complete contract review and audit by the Contract Monitoring Unit (CMU), including preparation and maintenance of documents for fiscal audit. <i>(Note: agencies are randomly selected by DPH and may not be required to participate)</i>	Upon request	<ul style="list-style-type: none"> <li>Letter of Completion from CMU kept on file</li> </ul>
	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, <i>(Note: agencies are randomly selected by USDA WRO/CA. Dept/ CDSS and may not be required to participate)</i>	Upon request	<ul style="list-style-type: none"> <li>Letter of Completion from USDA Western Regional Office/CA Dept of Social Services</li> </ul>
<b>AR 3. Contractor shall monitor program implementation</b>	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

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	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
<b>AR 4. Contractor shall increase staff knowledge and skills</b>	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
<b>AR 5. Contractor shall secure certifications and permits</b>	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
<b>AR 6. Contractor shall maintain a business office in the geographical boundaries of Los Angeles County.</b>	AR 6.1 Maintain a business office in the geographical boundaries of Los Angeles County to support staff to implement CalFresh Healthy Living Program strategies and to store related administrative and programmatic documents and materials.	Within 45 days of contract execution	Documents kept on file at the site and submitted to DPH: <ul style="list-style-type: none"> <li>• Deed, Lease agreement, or rental agreement kept on file</li> </ul>

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**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

<b>PROCESS OBJECTIVES</b>	<b>ACTIVITIES</b>	<b>COMPLETED BY</b>	<b>DOCUMENTATION</b>
<b>Develop relationships, inform site staff and decision-makers, gain support to assess and implement strategies, and plan and coordinate nutrition education activities</b>			
<b>NEPA 1. Contractor shall plan and coordinate activities</b>	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: <ul style="list-style-type: none"> <li>• Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable</li> <li>• Additional notes, if applicable</li> </ul>
	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: <ul style="list-style-type: none"> <li>• Number of attendees, key attendees, key objectives and outcomes from meetings, and next steps, if applicable</li> <li>• Additional notes, if applicable</li> </ul>
<b>Increase and/or maintain institutional capacity to implement increased nutrition education strategies</b>			
<b>NEPA 2. Contractor shall increase staff</b>	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

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<b>knowledge and skills</b>	NEPA 2.2. Newly hired staff to participate in a minimum of two CalFresh Healthy Living Program trainings (e.g. <i>Rethink Your Drink</i> , 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 <i>Nutrition Access LA</i> 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
<b>NEPA 3. Contractor shall build infrastructure</b>	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
<b>Increase nutrition and physical activity knowledge and skills, conduct assessments and evaluate outcomes, and communicate output and impact of CalFresh Healthy Living Program strategies</b>			
<b>NEPA 4. Contractor shall promote nutrition education information</b>	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: <ul style="list-style-type: none"> <li>Attach photos or screenshots of promotions</li> </ul>
<b>NEPA 5. Contractor shall promote and</b>	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:

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<b>conduct nutrition activities education and physical activity classes at schools (time/location per community need)</b>	posters, email, social media, and any other forms of communication		<ul style="list-style-type: none"> <li>Attach photos or screenshots of promotions</li> </ul>
	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 <i>Rethink Your Drink</i> 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: <ul style="list-style-type: none"> <li>Demographics updated as needed using Participant Data Cards</li> <li>Sign in sheets kept on file</li> </ul>
<b>NEPA 6. Contractor shall conduct nutrition education activities at free produce “pickups” in schools</b>	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
<b>NEPA 7. Contractor shall conduct nutrition education activities as part of Smarter Lunchroom Movement strategies</b>	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: <ul style="list-style-type: none"> <li>Demographics updated as needed using Participant Data Cards</li> <li>Sign in sheets kept on file</li> </ul>

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<b>NEPA 8. Contractor shall conduct nutrition education activities and physical activity classes in parks</b>	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 <i>Rethink Your Drink</i> 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: <ul style="list-style-type: none"> <li>Demographics updated as needed using Participant Data Cards</li> <li>Sign in sheets kept on file</li> </ul>
	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: <ul style="list-style-type: none"> <li>Attach photos or screenshots of promotions</li> </ul>
<b>NEPA 9. Contractor shall conduct nutrition education activities in community-based settings</b>	NEPA 9.1. Conduct 5 <i>Rethink Your Drink</i> 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  <i>(Note: All other school-based and parks-based nutrition education activity classes listed in the SOW must be able to be completed and</i>	9/30/20	Activities entered into PEARS and kept on file: <ul style="list-style-type: none"> <li>Demographics updated as needed using Participant Data Cards</li> <li>Sign in sheets kept on file</li> </ul>

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	<i>take priority in scheduling All community-based nutrition education classes must be approved by DPH before scheduling to ensure site eligibility)</i>		
<b>NEPA 10. Outcome Evaluation: Contractor shall evaluate program impact</b>	NEPA 10.1. Participate in additional evaluation activities as requested by DPH	9/30/20	Activities entered into PEARS and kept on file
<b>NEPA 11. Contractor shall share information about program implementation</b>	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