

**SECOND AMENDMENT TO AGREEMENT**

THIS SECOND AMENDMENT TO AGREEMENT (hereinafter "Second Amendment") is made and entered into this 12<sup>th</sup> day of May, 2020, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, Fresno, California (hereinafter "COUNTY"), and FRESNO COUNTY SUPERINTENDENT OF SCHOOLS, a California Educational Organization, whose address is 1111 Van Ness Avenue, Fresno, California, 93721 (hereinafter "CONTRACTOR").

**WITNESSETH:**

WHEREAS, COUNTY and CONTRACTOR entered into Agreement No. A-16-698, dated December 13, 2016, and First Amendment No. A-16-698-1 dated June 20, 2017 (hereinafter collectively referred to as "Agreement"), pursuant to which CONTRACTOR agreed to provide nutrition education in schools and afterschool programs to COUNTY; and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement in order to incorporate federally required terms and budget modifications without increasing the maximum compensation amount payable, as stated below and restate the Agreement in its entirety.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. That the following section be inserted into the existing COUNTY Agreement No. A-16-698 at Page Twelve (12), Line Twenty (20), with the number "22":

"22. SINGLE AUDIT CLAUSE

COUNTY and CONTRACTOR, their officers, consultants, subcontractors, agents, and employees shall comply with all applicable State, Federal, and local laws and regulations governing projects that utilize Federal Funds including those identified in Exhibit E, attached hereto and incorporated herein by reference.

A. If CONTRACTOR expends Seven Hundred Fifty Thousand Dollars (\$750,000) or more in Federal and Federal flow-through monies, CONTRACTOR agrees to conduct an annual audit in accordance with the requirements of the Single Audit Standards as set forth in Office of Management and Budget (OMB) Title 2 of the Code of Federal Regulations, Chapter II, Part 200. CONTRACTOR shall submit said audit and management letter to COUNTY. The audit must include a

1 statement of findings or a statement that there were no findings. If there were negative findings,  
2 CONTRACTOR must include a corrective action plan signed by an authorized individual.  
3 CONTRACTOR agrees to take action to correct any material non-compliance or weakness found as a  
4 result of such audit. Such audit shall be delivered to COUNTY's Department of Public Health  
5 Administration for review within nine (9) months of the end of any fiscal year in which funds were  
6 expended and/or received for the program. Failure to perform the requisite audit functions as required  
7 by this Agreement may result in COUNTY performing the necessary audit tasks, or at COUNTY's  
8 option, contracting with a public accountant to perform said audit, or, may result in the inability of  
9 COUNTY to enter into future agreements with CONTRACTOR.

10 B. A single audit report is not applicable if all CONTRACTOR's Federal contracts  
11 do not exceed the Seven Hundred Fifty Thousand Dollars (\$750,000) requirement or CONTRACTOR'S  
12 federal funding is through Drug Medi-Cal."

13 2. That the existing COUNTY Agreement No. A-16-698 Paragraphs Twenty-Two (22)  
14 through Twenty-Five (25) be renumbered to read Paragraphs Twenty-Three (23) through Twenty-Six  
15 (26).

16 3. That all references in existing COUNTY Agreement Nos. A-16-698, and A-16-698-1 to  
17 "Exhibit A" and "Revised Exhibit A" be changed to read "Revised Exhibit A1", where appropriate. A  
18 copy of Revised Exhibit A1 is attached hereto and incorporated herein by reference.

19 4. That all references in existing COUNTY Agreement Nos. A-16-698, and A-16-698-1 to  
20 "Exhibit B" and "Revised Exhibit B" be changed to read "Revised Exhibit B1", where appropriate. A  
21 copy of Revised Exhibit B1 is attached hereto and incorporated herein by reference.

22 5. Except as otherwise provided in this Second Amendment, all other provisions of the  
23 Agreement remain unchanged and in full force and effect. This Second Amendment shall become  
24 effective retroactive to December 13, 2016.

25 COUNTY and CONTRACTOR agree that this Second Amendment is sufficient to again amend  
26 the Agreement and, that upon execution of this Second Amendment, the Agreement, the First  
27 Amendment, and this Second Amendment together shall be considered "the Agreement".

28 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,

1 covenants, conditions and promises contained in the Agreement and not amended herein shall remain  
2 in full force and effect.

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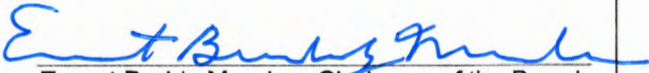
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EXECUTED AND EFFECTIVE as of the date first above set forth.

**CONTRACTOR:**  
Fresno County Superintendent of Schools

**COUNTY OF FRESNO:**

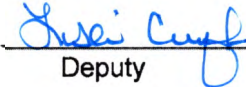
  
\_\_\_\_\_  
(Authorized Signature)

  
Ernest Buddy Mendes, Chairman of the Board  
of Supervisors of the County of Fresno

Jim A. Yovino, Superintendent  
\_\_\_\_\_  
Print Name & Title

**ATTEST:**  
Bernice E. Seidel  
Clerk of the Board of Supervisors  
County of Fresno, State of California

1111 Van Ness Avenue, Fresno, CA 93721  
\_\_\_\_\_  
Mailing Address

By:   
\_\_\_\_\_  
Deputy

FOR ACCOUNTNG  
USE ONLY:

ORG No.: 56201662  
Account No.: 7295  
Fund/Subclass: 0001/10000

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SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK

Activity	Activity Description	Time Frame **	Documentation																								
03011102	<p><b>Direct Education 5-17 years of age</b> Provide evidence-based nutrition education, school/community gardens, physical activity that reinforces a healthy, active lifestyle specific to K-12 students/ youth. Compliment the education with taste testing of fruits and vegetables available in the afterschool environment, community, and resident gardens.</p> <p><b>LHD:</b> Provide at least 10 complementary evidence-based nutrition education, garden curriculum, and physical activity sessions to all 6 communities specific that reaches 50 unduplicated youth by 2022.</p> <p><b>FCSS: (PA)</b> Provide at least 3,000 unduplicated youth in Year 1, 4,000 youth in year 2 and at least 5,500 youth in year 3 for a total of 12,500 unduplicated youth by 2022.</p> <p><b>FCSS: (SR)</b> Provide evidence-based education on bike/walk to school day, walk/roll challenges, walking school bus, bike trains, bike rodeo, and bike skills group ride to targeted communities.</p> <p>Year 1 = 2 sites(Sanger &amp; Parlier USD), reaching 20 school peer mentors/school leaders Year 2 = 1 site (Kerman, or Kings Canyon USD), reaching 10 school peer mentors/school leaders Year 3 = 1 site(Kerman, or Kings Canyon USD), reaching 10 school peer mentors/school leaders</p> <p><b>FCSS: PROCUR</b> - Provide evidence-based nutrition education that promotes the purchase and consumption of healthy foods and beverages at Fresno Market Produce Stands (FMPS). Students will promote locally</p>	<p>Year 1</p> <table border="1" data-bbox="276 787 349 1029"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p>Year 2</p> <table border="1" data-bbox="414 787 487 1029"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p>Year 3</p> <table border="1" data-bbox="552 787 625 1029"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>Sign in sheets, pictures, data cards, etc. Rural Active Living Assessment; Cal Walks; Safe Routes Partnerships: Walking audits AARP Livable Communities Walk Audit, PEARS</p> <p>*Contributes to Foundational Objective A. Direct Education Reach</p>
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	<p>sourced fruits and vegetables and food resource management, at school sites to parents and neighborhood residents.</p> <p><b>FCSS: FMPS</b> - Provide nutrition and physical activity education in the form of interactive USDA approved lessons and ongoing support to 60 youth (grades 4-8) in Year 1 in at least 2 afterschool sites. In Year 2 and Year 3, reach at least 100 youth for a total of 160 youth trained by 2022.</p>																										
<p>03011103</p>	<p><b>Direct Education – 18 to 59 years of age</b>  <b>FCSS: (SR)</b> Provide evidence-based education on bike/walk to school day, walk/roll challenges, walking school bus, bike trains, bike rodeo, bike skills group ride, to the target populations such as peer mentors for school student leaders {Once trained, Champion Adults will aid in training school-site parents.}.                      Year 1 = 1 sites(Sanger &amp; Parlier USD), reaching 10 Champion Adults                      Year 2 = 1 site (Kerman, or Kings Canyon USD), reaching 5 Champion Adults                      Year 3 = 1 site(Kerman, or Kings Canyon USD), reaching 5 Champion Adults  <b>FCSS: PROCUR</b> - Provide evidence-based nutrition education that promotes the purchase and consumption of healthy foods and beverages at Fresno Market Produce Stands (FMPS). Afterschool Program and school Staff will promote locally sourced fruits and vegetables and food resource management, at school sites to parents and neighborhood residents.</p>	<p>Year 1</p> <table border="1" data-bbox="602 789 675 1031"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 2</p> <table border="1" data-bbox="740 789 813 1031"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 3</p> <table border="1" data-bbox="878 789 951 1031"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	Q1	Q2	Q3	Q4	x	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>Sign in sheets, pictures, data cards, etc.</p> <p>Curriculums - California Pedestrian Bike Safety Curriculum; SRTS The Walking School Bus: Combining Safety, Fun and the Walk to School</p> <p>Evaluation Tool Documentation - Rural Active Living Assessment; Cal Walks; Safe Routes Partnerships: Walking audits AARP Livable Communities Walk Audit, PEARS</p> <p>*Contributes to Foundational Objective A. Direct Education Reach</p>
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	<p>Provide evidence-based nutrition education and physical activity to at least 3 Afterschool Program Staff per site within Kerman, Kings Canyon, Reedley, and Sanger USD for a total of 9 Afterschool Program Staff members in Year 1. Year 2 will expand to include at least 3 Afterschool Program Staff in Parlier USD and Year 3 to include at least 3 Afterschool Program Staff in Kings Canyon USD, Reedley for an overall total of 15 Afterschool Program Staff members by 2022.</p>																										
<p>03021100</p>	<p><b>Assessment</b>  <b>LHD: Community PA opportunities –</b>                  PRE: Utilizing SLAQ as appropriate, assess current PA environment and readiness of all 6 communities; to identify 2 project opportunities annually, for potential PSE implementation (water access and appeal, stencils, and/or resident driven PA opportunities)                  POST: In FFY 2022, utilizing SLAQ as appropriate, assess 6 project opportunities for PSE implementation that include water access and appeal, stencils, or resident driven PA opportunities.  <b>LHD: Nutrition Standards –</b>                  PRE: Utilizing SLAQ as appropriate, assess readiness, environment and youth-need of afterschool settings in relation to afterschool nutrition standards and gardening.                  POST: Utilizing SLAQ as appropriate, assess environment in relation to nutrition standards and gardening and/or client impact.  <b>FCSS: PA in (non-PE in schools) –</b>                  PRE: Utilizing SLAQ as appropriate, assess access, environment and need by determining whether there is</p>	<p>Year 1</p> <table border="1" data-bbox="581 787 652 1029"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 2</p> <table border="1" data-bbox="722 787 794 1029"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 3</p> <table border="1" data-bbox="863 787 935 1029"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	Q1	Q2	Q3	Q4	x	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>Infographics, sign in sheets, pictures, agendas, data cards, PEARS, pre/post test results, etc.                  Site Level Assessment Questionnaire (SLAQ)                  Quality Self-Assessment Tool (QSAT) – CA Afterschool Network                  Rural Active Living Assessment; Cal Walks;                  Safe Routes Partnerships: Walking audits                  AARP Livable Communities Walk Audit                  PEARS  <b>FCSS PROCUR:</b>                  Work with Central Valley Public Health Institute to identify and/or develop an assessment tool designed for FMPS                  Completed assessment and other surveys                  PEARS</p>
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	<p>already PA breaks, structure PA during recess, other offered during/after school using S-PAPA or garden activity, Healthy Schools Assessment to at least 4 school sites annually for a total of 16 school sites by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and Sanger USD.</p> <p><b>POST:</b> Utilizing SLAQ as appropriate, assess environment in relation to PA changes and/or client impact.</p> <p>FCSS will identify new strategies to implement and share success to at least 2 school sites annually within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS: Safe Routes</b> –</p> <p><b>PRE:</b> Utilizing SLAQ as appropriate, assess readiness, environment and client-need in relation to assessing pedestrian and bike safety, as well as community readiness to at least 2 school sites annually within the Kerman, Kings Canyon-Reedley, Parlier, and/or Sanger USD.</p> <p><b>POST:</b> Utilizing SLAQ as appropriate, assess environment in relation to assessing pedestrian and bike safety, as well as community readiness, and/or client impact.</p> <p>FCSS will identify new strategies to implement and share success to at least 2 school sites annually within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS PROCUR</b> -</p> <p><b>PRE:</b> Assess readiness, environment and client-need of sites that may include schools, and after schools. Implement assessment or use results from existing assessments regarding current procurement practices and access to healthy foods; include aspects that</p>	<p>*Contributes to Foundational Objective C. Community Engagement</p>
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	<p>measure support and readiness for change as well as a review of the existing procurement system. Review agreements, policies, procurement sources (vendors, farmers, etc.), and standards. Share results of client feedback surveys and assessments.</p> <p>Procurement, inclusive of vending, can be incorporated into Nutrition Standards approaches for facilities as well. Ensure the initial assessment captures all relevant areas of interest.</p> <p>Work with Evaluator to conduct Fresh Market Produce Stand Evaluation and Assessment to identify new strategies to implement and share successes to at least 2 afterschool sites annually within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Conduct a FMPS Youth survey and provide at least 5-8 to reach 30 students grades 4-8 annually within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p>																										
<p>03031100</p> <p><b>Community Engagement (a)</b>  <b>LHD: Community PA opportunities -</b></p> <p>Engage youth to assess the need: type of PA, frequency, times, days of the week, etc. Identify at least 2 adults and 5 youth influencers in at least 3 of the 6 identified communities. Influencers may include, site participants in other activities, program champions, youth, and site staff. Host quarterly meetings in identified communities to gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to enhanced community PA opportunities (stencils)</p> <p><b>LHD: Nutrition Standards –</b></p>	<p><b>Year 1</b></p> <table border="1" data-bbox="938 785 1013 1031"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p><b>Year 2</b></p> <table border="1" data-bbox="1078 785 1153 1031"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p><b>Year 3</b></p> <table border="1" data-bbox="1218 785 1292 1031"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>Infographics, sign in sheets, pictures, agendas, data cards, PEARS, etc</p> <p>Quality Self-Assessment Tool (QSAT) – CA Afterschool Network</p> <p>Safe Routes To School Assessment Summary</p> <p>PROCUR - Agenda, sign-in sheet, meeting notes, materials disseminated, etc.</p> <p>PEARS</p>	<p>*Contributes to Foundational Objective C. Community Engagement</p>
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	<p>Identify at least 3 key decision makers within targeted areas such as afterschool project partners and leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in each community. Leverage relationships and generate support for existing standards and/or additional work around improved and/or expanded standards among leadership and staff. Engage decision-makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards, gardening, and water access and appeal.</p> <p><b>FCSS: PA in School (non-PE) –</b></p> <p>Identify and engage local influencers such as youth, PTA, community members, SNAP-Ed population and conduct at least 1 PA meeting in year 1 and 2 PA meetings in year 2 and year 3 for a total of 5 PA meetings by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Present assessment results and/or educate on the benefits and impact of additional PA opportunities.</p> <p>Leverage relationships with local influencers such as youth, PTA, community members, SNAP-Ed population to generate support for implementing physical activity implementation.</p> <p>Engage at least 10 local influencers in Year 1 and 20 local influencers in Year 2 and Year 3 for a total of 30 local influencers in at least 2 school sites annually for a total of at least 6 school sites by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS: Safe Routes –</b></p>		
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	<p>Identify, present, leverage relationships, and engage local influencers (parents, teachers, and youth) and SNAP-Ed population. Conduct at least 1 SRTS meeting in year 1 and 4 SRTS meetings in year 2 and year 3 for a total of 5 SRTS meetings by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Present assessment results, generate support, and engage consistently throughout all phases of SRTS implementation to at least 1 local influencer in at least 2 school sites annually for a total of 6 local influencers and 6 school sites by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS PROCUR:</b></p> <p>Identify key decision makers including city officials and other partners to identify and resolve barriers, and where possible to incentivize donations of food distributors.</p> <p>Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded healthy procurement among leadership, staff, outside funders, etc.</p> <p>Engage decision-makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of healthy procurement practices.</p> <p>Identify key decision makers from 2 communities that conduct district afterschool site FMPS annually. Host and participate in at least 2 FMPS meetings in year 1 and 4 FMPS meetings in year 2 and year 3 to assess FMPS strategies, survey summaries, and improvements in at</p>	
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	<p>least 2 afterschool sites annually within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p>																										
<p>03041100</p>	<p><b>Community Engagement (b)</b>  <b>LHD: Community PA opportunities –</b>                  Identify community leaders interested in leading PA opportunities and engaging them through meetings, listening sessions, surveys, etc. Identify a total of 6 key decision makers in at least 2 of our identified communities; this includes, local influencers such as community officials, city council, parks and recreation coordinators, site participants, program champions, school officials, and site staff to present assessment results and/or educate on the benefits and impact of increased access to PA opportunities (stencils) in the community</p> <p><b>FCSS: PA in School (non-PE) –</b>                  Engage teachers, parents and youth and conduct at least 2 PA meetings in year 1 and 4 PA meetings in year 2 and year 3 for a total of 5 PA meetings by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Present assessment results, gather parent and youth feedback and input, incorporate project planning needs and desires physical activity opportunities as well as facilitators and barriers related to physical activity in the schools. Incorporate needs into the project planning through engaging PTA meetings, coffee hours, listening sessions, etc. – will reach 10 community members and/or staff in at least 2 school sites annually for a total of 60 community members and/or staff and in 6 school sites by</p>	<p>Year 1</p> <table border="1" data-bbox="324 787 397 1029"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p>Year 2</p> <table border="1" data-bbox="446 787 519 1029"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p>Year 3</p> <table border="1" data-bbox="584 787 657 1029"> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>Infographics, sign in sheets, pictures, agendas, etc.</p> <p>Safe Routes To School Assessment Summary</p> <p>Agenda, sign-in sheet, meeting notes, Materials disseminated, etc.</p> <p>PEARS</p> <p>*Contributes to Foundational Objective C. Community Engagement</p>
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	<p>2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS: Safe Routes –</b></p> <p>Identify key decision makers including school site, county, and city government departments (planning, public works, public safety, school districts, Local Education Agencies, etc.).</p> <p>Conduct at least 1 Safe Routes meeting in year 1 and 2 Safe Routes meetings in year 2 and year 3 for a total of 5 Safe Routes meetings by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Present assessment results, leverage relationships, generate support, and engage decision makers including school site and county and city government departments, with consistent Safe Routes implementation to at least 1 local influencer in at least 2 school sites annually for a total of 6 local influencers and 6 school sites by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS PROCUR:</b></p> <p>Engage community members in assessment and/or present assessment results if applicable. Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to healthy procurement. Incorporate local champions and community members’ vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc., if appropriate.</p> <p>Engage local community members and/or staff, from 2 FMPS communities and will participate in at least 2 FMPS</p>		
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	<p>meetings in year 1 and 4 FMPS meetings in year 2 and year 3 for a total of 6 FMPS meetings by 2022 within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Present assessment results, FMPS strategies, gather community feedback and input, vision and high priority needs through engaging PTA meetings, coffee hours, listening sessions to reach 10 community members and/or staff in at least 2 afterschool sites annually for a total of 60 community members and/or staff in 6 sites by 2022 within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p>																										
<p>03051100</p>	<p><b>Community Engagement (c)</b>  <b>LHD: Community PA opportunities –</b>                  Host meetings in appropriate communities around specific, timely topics that engage partners with common goals to leverage relationships, support, and funding opportunities.</p> <p><b>FCSS: PA in School (non-PE) –</b>                  Regularly meet with community stakeholders and conduct at least 1 physical activity meeting in year 1 and 2 physical activity meetings in Year 2 and year 3 for a total of 5 physical activity meetings by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Share data from assessments, community engagement activities, implementation of progress, successes, solution for challenges, report results, and engage partners with common goals that support afterschool nutrition and physical activity.</p>	<p>Year 1</p> <table border="1" data-bbox="711 787 787 1029"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p>Year 2</p> <table border="1" data-bbox="852 787 928 1029"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <p>Year 3</p> <table border="1" data-bbox="993 787 1070 1029"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>Infographics, sign in sheets, pictures, agendas, etc.</p> <p>Quality Self-Assessment Tool (QSAT) – CA Afterschool Network</p> <p>PEARS</p> <p>* Contributes to Foundational Objective C. Community Engagement</p>
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	<p>Host at least 3 community stakeholders/partners convenings in at least 2 school sites will meet annually for a total of 6 community stakeholders/partners and 6 school sites by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p>																																						
<p>03071100</p>	<p><b>Coordination and Collaboration: Partnerships &amp; Coalition (a)</b>  <b>LHD: Community PA opportunities –</b>  Engage, establish, cultivate, and maintain relationships with funded partners, unfunded partners, and local organizations. Engage with at least 1 local champion or volunteer interested in leading PA opportunities from at least 3 of our identified communities. Identify at least 2 new partners annually, from the following: parks and recreation staff, senior centers, site directors, school supervisors, location (site) staff, etc. These partners will assist in creating buy-in and coordination with PA organization and promotion. Meet with local committees and/or workgroups to engage them in the planning and implementation process of PA opportunities.</p> <p><b>LHD: Nutrition Standards –</b>  Attend and work with at least 1 parents/guardian from our identified communities, wellness committees, and/or afterschool staff to establish and maintain nutrition standards and gardening.</p> <p><b>LHD: Joint Partnership –</b>  Joint Partnership with UCCE, LHD, FCSS and Fresno Unified School District Board member. Meet and identify other local influencers including community members, business leaders, etc. Present assessment results and/or</p>	<table border="1" style="margin-bottom: 10px;"> <tr> <th colspan="4">Year 1</th> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>X</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr> <th colspan="4">Year 2</th> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table> <table border="1"> <tr> <th colspan="4">Year 3</th> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Year 1				Q1	Q2	Q3	Q4	X	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>Infographics, sign in sheets, pictures, agendas, etc.</p> <p>Quality Self-Assessment Tool (QSAT) – CA Afterschool Network</p> <p>Safe Routes To School Assessment Summary</p> <p>PROCUR - Agenda, sign-in sheet, meeting notes, Materials disseminated, etc.</p> <p>PEARS</p> <p>*Contributes to Foundational Objective B. Partnership/Coalition Work and Support</p>
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	<p>educate on the benefits and impact of systems healthy procurement practices.</p> <p>Leverage relationships with influencers to generate support for existing and/or additional work around improved and/or expanded procurement work among local champions and community members. Engage local influencers consistently throughout planning, implementation, and maintenance of healthy procurement work.</p> <p>Identify local Joint Partner influencers, including community members, business leaders, etc. and conduct at least 2 meetings in year 1 and 4 meetings in year 2 and year 3 for a total of 5 meetings by 2022.</p> <p><b>FCSS: PA in School (non-PE) –</b></p> <p>Identify and engage partners such as PE staff, School administration and school based Health center representation for planning and implementation of a school health assessment to determine current status of PA during after school and current or future opportunities that may exist in at least 2 school districts annually, within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS: Safe Routes –</b></p> <p>Establish a local Safe Routes coalition and/or workgroup and will conduct in at least 1 Safe Routes meeting in year 1 and 2 Safe Routes meetings in year 2 and year 3 for a total of 5 Safe Routes meetings by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Support planning, implementation, and maintenance of safe routes interventions to at least 1 coalition and/or workgroup in at least 2 qualifying school sites annually</p>	
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	<p>for a total of 6 coalitions and/or workgroups by 2022 in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD annually.</p> <p><b>FCSS: PROCUR -</b></p> <p>Establish, cultivate, and maintain relationships with school/community gardens and vendors to support increased healthy food access by sourcing produce and other healthy food and beverage options for clients.</p> <p>Maintain working relationship with at least one local Produce vendor to expand FMPS annually.</p> <p>Conduct at least 1 meeting, with at least 5 individuals in each FMPS target school district and at least 4 annually for a total of 60 individuals and 12 FMPS meetings by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p>																																						
<p>03081100</p>	<p><b>Coordination and Collaboration: Partnerships &amp; Coalitions (b)</b></p> <p><b>FCSS: PA in School (non-PE) –</b></p> <p>Meet with school wellness committees, and other appropriate workgroups to provide summary of assessment results and opportunities that exist to increase physical activity. Share research related to increased learning and physical activity. Assist Wellness Committees to integrate physical activity policies (non-PE related) to support overall maintenance of physical activity in schools. Look for opportunities to engage young adult leaders as a part of these efforts.</p> <p>Review and assess 4 schools' current wellness policies annually within the Kerman, Kings Canyon, Reedley, Parlier, and Sanger USD.</p>	<table border="1" style="margin-bottom: 10px;"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>X</td><td>x</td><td>x</td><td>x</td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><th colspan="4">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <table border="1"> <tr><th colspan="4">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Year 1				Q1	Q2	Q3	Q4	X	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>Agenda, sign in sheet, materials disseminated, Quality Self-Assessment Tool (QSAT) – CA Afterschool Network</p> <p>PEARS</p>
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03091100	<p><b>Indirect Education (Promotion)</b>  <b>LHD: Community PA opportunities –</b>                  Participate in at least 1 PA events/opportunities, annually. These opportunities/events in conjunction with healthy eating and active living (education) through promotional and education materials to reinforce nutrition education and physical activity promotion and messaging.</p> <p><b>LHD: Nutrition Standards –</b>                  Participate in at least 1 event to promote, support and reinforce messages consistent with DE and other activities within nutrition standards.</p> <p>Communicate through various appropriate channels (newsletters, site-based events, flyers, posters, websites, events, etc.).</p> <p><b>FCSS: PA in School (non-PE) –</b>                  Promote, support and reinforce PA opportunities in conjunction with healthy eating and active living messaging through promotional and education materials to reinforce health benefits of physical activity and healthy eating.</p> <p>Provide self-guided learning displays, posters, and educational boards throughout the school campus and cafeteria that reinforce and encourage physical activity.</p> <p>Provide activity messages during morning announcements.</p> <p>Provide at least 12 physical activity messages during morning announcements in at least 2 school sites annually for a total of at least 72 PA messages in at least</p>	<p>Year 1</p> <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table> <p>Year 2</p> <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table> <p>Year 3</p> <table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>Infographics, sign in sheets, pictures, agendas, materials disseminated, etc.</p> <p>PowerPlay! Rate the Taste; Work with Central Valley Public Health Institute to identify and/or develop an assessment tool designed for FMPS</p> <p>Safe Routes To School Assessment Summary</p> <p>Social media posts and press releases</p> <p>PROCUR - Materials disseminated, pictures, social media posts, press release</p> <p>PEARS</p> <p>*Contributes to all Foundational Objectives</p>
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	<p>6 school sites by 2022 in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Coordinate, conduct, and/or participate in at least 4 nutrition education and physical activity school events (Rethink Your Drink Day, Healthy Snack Day, Rainbow Day, Lights Out) targeting 1,000 students in year 1, 1,200 year 2, and 1,300 students in year 3 to reach 3,500 by 2022 in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD afterschool sites.</p> <p>Craft and disseminate at least 2 press release(s) promoting Rethink Your Drink Day, Healthy Snack Day, Rainbow Day, Lights Out and craft and post 4 social media posts annually.</p> <p><b>FCSS: Safe Routes –</b></p> <p>Coordinate, conduct, and/or participate in at least 2 nutrition education and physical activity school events (Walk to School and Bike to School) targeting 800 students in year 1, 1,000 year 2, and 1,100 students in year 3 to reach 2,900 students/parents by 2022 in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Promote, support, and reinforce messages consistent with direct education and other activities regarding making healthy food choices.</p> <p>Communicate through various appropriate channels (social media, news releases, newsletters, site-based events, flyers, posters, websites, health fairs, etc.).</p> <p>Coordinate at least 2 state sponsored Fruit and Veggie Fest events at participating stores reaching 150 each year. Provide healthy food and beverage tastings. Promote messaging of healthy eating, eating healthy on a</p>	
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	<p>budget, benefits of consuming more water and less sugary beverages.</p> <p>In partnership with LHD and school wellness subcontractor, conduct at least 10 retail store tours annually to at least 250 SNAP-Ed targeted population (adults or youth) in six targeted communities. As appropriate, provide food tastings to store tour participants.</p> <p>At least 3 qualifying store sites will participate in Rethink Your Drink Day and at least 3 store sites will participate in Healthy Snack Day reaching at least 75 adults or youth annually.</p> <p>Craft and disseminate at least 2 press releases promoting Fruit and Veggie Fests and craft and post 4 social media posts promoting healthy retail, Rethink Your Drink Day, Healthy Snack Day awareness, etc. annually.</p>		
	<p><b>FCSS PROCUR -</b></p> <p>Promote, support and reinforce messages with the staff and clients consistent with DE and other activities within healthy procurement work.</p> <p>Communicate through various appropriate channels such as newsletters, site-based events, flyers, posters, websites, health fairs, etc.</p> <p>Provide indirect nutrition education to at least 100 parents in year 1; 200 parents in year 2; and 300 parents in year 3 of elementary, middle, and high school students in the form of HOTM newsletters, site-based events, flyers, posters, websites, health fairs, etc. to reach 600 parents by 2022 in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p>		

	<p>Coordinate and conduct FMPS events (Cooking at the school site and Family Connection Nights) targeting 25 adults in year 1, 40 adults in year 2 and year 3 to reach 105 adults in at least 2 school sites annually for a total of 6 school sites by 2022 within Kerman, Kings Canyon, Reedley, Parlier, and Sanger USD.</p> <p>Craft and disseminate at least 1 press release(s) promoting FMPS and craft and post 2 FMPS social media posts annually.</p>																																						
<p>03101100</p>	<p><b>Training and Technical Assistance</b>  <b>LHD: Community PA opportunities-</b>  Engage stakeholders and provide TTA and education on intent and importance of PA opportunities. Generate support for PA opportunities. Stakeholders may include site leadership, parks and recreation administrator, etc.</p> <p><b>LHD: Nutrition Standards –</b>  Provide training and technical assistance to afterschool site staff to support nutrition standards and maintain environmental changes to improve selection and consumption of healthy foods, if applicable.</p> <p><b>FCSS: PA in School (non-PE) –</b>  Based on opportunities that exist, and or new opportunities provide technical assistance and training to teachers, staff aides, and school/afterschool staff on support materials to increase physical activity offered during school or after school. Include ECE and school-based health center</p>	<table border="1" style="margin-bottom: 10px;"> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><th colspan="4">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <table border="1"> <tr><th colspan="4">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Year 1				Q1	Q2	Q3	Q4	x	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>Infographics, sign in sheets, pictures, agendas, materials disseminated, etc.</p> <p>Quality Self-Assessment Tool (QSAT) – CA Afterschool Network</p> <p>Safe Routes To School Assessment Summary</p> <p>PROCUR - Agenda, sign-in sheet, meeting notes, Materials disseminated, etc</p> <p>PEARS</p> <p>*Contributes to Foundational Objective C. Community Engagement</p>
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	<p>representatives if your school is host to any of these programs and services.</p> <p>Provide training and technical assistance to at least 10 school community staff on support materials to increase daily afterschool physical activity in at least 2 school sites annually to reach 60 school staff and 6 school sites by 2022 within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Provide physical activity training and ongoing support to at least 50 youth champions in year 1 and to at least 75 youth champions in year 2 and in year 3 to reach 200 youth champions by 2022 in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS: Safe Routes –</b></p> <p>Provide technical assistance to at least 5 safety officers, schools, Parent Teacher Associations, city staff and/or community members that support environmental assets that promote walking and biking (sidewalks, bike lanes/signage, benches, lightening, crosswalks, etc.) for all ages. Provide technical assistance in least 2 school sites annually to reach 30 safety officers, schools, Parent Teacher Associations, city staff and/or community members within the Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p>Provide training and ongoing support to at least 50 youth champions and to at least 75 youth champions in year 2 and in year 3 to safe routes projects to reach 200 youth champions by 2022 in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p>		
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	<p>Engage at least 5 Champion Adults annually to support before and afterschool safe route events in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.</p> <p><b>FCSS PROCUR -</b></p> <p>Provide training and technical assistance to food service management, administrators, leaders, staff, California State University, Fresno Teaching Fellows Program, and volunteers of programs, sites, events, etc. that distribute food on nutrition education and the importance of the nutritional quality of foods/beverages distributed to low-income populations. Support site initiatives and provide needed training and TA for projects, agreements, and systems that healthy produce access from local farms and school/community gardens.</p> <p>Establish or improve agreements/policies w/procurement sources (vendors) including purchasing/donations, specification, vendor agreement, when possible. Support the establishment of an internal policy by site/organization, to outline standards of foods/beverages accepted for distribution to participants/clients, if appropriate.</p> <p>Support qualifying schools and/or districts to participate in procurement systems with nutrition education and community links by establishing a uniform invoicing and/or buying collaborative, if possible.</p> <p>Provide training and technical assistance to at least 10 food service management, administrators, leaders and staff in at least 2 afterschool sites annually for a total of 60 in at least 6 afterschool sites by 2022 within the Kerman, Kings Canyon, Reedley, Parlier, and Sanger USD.</p>	
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	Engage at least 5 Champion Adults annually to support before and afterschool events in Kerman, Kings Canyon, Reedley, Parlier, and/or Sanger USD.		
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**\*\*Time Frame: Year & Quarter:**

Year 1 (FFY 2020); Year 2 (FFY 2021); Year 3 (FFY 2022)

Qtr. 1 (Oct. 1-Dec. 31); Qtr. 2 (Jan. 1-March 31); Qtr. 3 (Apr. 1-Jun. 30); Qtr. 4 (Jul. 1-Sept.30)



**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

**REVISED EXHIBIT A1**

**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

Activity	Activity Description	Time Frame**	Documentation																								
02011102	<p><b>Direct Education 5 – 17 years of age</b> Provide evidence-based nutrition and physical activity education to children ages 5-17 directly or through train the trainer models for teachers at 48 school sites, reaching approximately 36,640 youth. Where possible, complement nutrition education with taste testing of fruits and vegetables served at school sites, structured PA opportunities and evidence-based education on bike/walk to school day, walk/roll challenges, walking school bus, bike trains, bike rodeo and bike skills group ride.</p> <ul style="list-style-type: none"> <li>• UCCE- 40 sites, reaching 12,000 students</li> <li>• LHD-FCSS - 4 sites, reaching 200 students</li> <li>• LHD-FCSS - 4 sites, reaching 12 peer mentors and/school leaders</li> </ul>	<p>Year 1</p> <table border="1" data-bbox="297 814 370 1056"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 2</p> <table border="1" data-bbox="435 814 508 1056"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 3</p> <table border="1" data-bbox="573 814 646 1056"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<ul style="list-style-type: none"> <li>• Program Activity Reporting Form (PARF)</li> <li>• Teacher Tasting Tool (TTT)</li> <li>• Large Group Taste Testing Tool (Large TTT)</li> <li>• Teacher Observation Tool (TOT)</li> <li>• CATCH Lesson Observation</li> <li>• Eat Fit Youth Behavior (Pre/Post)</li> <li>• Alliance for a Healthier Generation- Healthy Schools Program Assessment</li> <li>• Eating and Activity Tool for Students (EATS)</li> </ul> <p>PEARS</p> <p>*Contributes to Foundational Objective A. Direct Education Reach</p>
Q1	Q2	Q3	Q4																								
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Q1	Q2	Q3	Q4																								
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02011103	<p><b>Direct Education 18 – 59 years of age</b> Provide evidence-based nutrition and physical activity education to adults ages 18-59, reaching approximately 960 adults. Where possible, complement nutrition education with food demonstration and taste testing, PA opportunities and evidence-based education on bike/walk to school day, walk/roll challenges, walking school bus, bike trains, bike rodeo and bike skills group ride.</p> <ul style="list-style-type: none"> <li>• UCCE- 30 sites, reaching 300 parents</li> <li>• LHD-FCSS - 4 sites, reaching 18 champions</li> </ul>	<p>Year 1</p> <table border="1" data-bbox="898 814 971 1056"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 2</p> <table border="1" data-bbox="1036 814 1109 1056"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table> <p>Year 3</p> <table border="1" data-bbox="1174 814 1247 1056"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	Q1	Q2	Q3	Q4	x	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>Intent to Change (ITC) Food Behavior Checklist (FBC) Plan, Shop, Save and Cook (PSSC) Pre/Post Adult Physical Activity Survey (APAS)</p> <p>PEARS</p> <p>*Contributes to Foundational Objective A. Direct Education Reach</p>
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02021100	<b>Assessment</b>	<p>Year 1</p> <table border="1" data-bbox="1352 814 1385 1056"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> </table>	Q1	Q2	Q3	Q4	<p>Smarter Lunchrooms Movement Scorecard CATCH Lesson Observation Playground Stencil Assessment (Pre/Post)</p>																				
Q1	Q2	Q3	Q4																								

**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

**REVISED EXHIBIT A1**

	<p><b>PRE:</b> Assess readiness, environment and client-need of 21 school sites in relation to eating space (Smarter Lunchrooms Movement), school wellness policy, structured physical activity (stencils &amp; CATCH) healthy procurement (gardens) and safe routes (pedestrian bike safety, and community readiness). Where possible, engage school nutrition staff, students, parents and community in the assessment process.</p> <p><b>POST:</b> Re-assess the school environment in relation to eating space (Smarter Lunchrooms Movement), school wellness policy, structured physical activity (stencils &amp; CATCH) healthy procurement (gardens) and safe routes (pedestrian bike safety, and community readiness).</p> <ul style="list-style-type: none"> <li>• UCCE- 15 sites</li> <li>• LHD-FCSS - 6 sites</li> </ul>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>x</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="5" style="text-align: center;">Year 2</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td></td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="5" style="text-align: center;">Year 3</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td></td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table>	x	X	X	X	X	Year 2					Q1	Q2	Q3	Q4		X	X	X	X	X	Year 3					Q1	Q2	Q3	Q4		X	X	X	X	X	<p>Alliance for a Healthier Generation- Healthy Schools Assessment (AFHG)          SLAQ- Smarter Lunchroom Movement          SLAQ- Safe Routes          SLAQ- Wellness Policies          Safe Routes Partnerships: Walking audits          Interview or focus group questions</p> <p>PEARS</p> <p>*Contributes to all Foundational Objectives</p>										
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02031100	<p><b>Community Engagement (a)</b> - Identify a minimum of 21 local influencers (youth, school staff, parents, community members). Present assessment results and/or educate influencers on the benefits and impact of nutrition and physical activity initiatives and identify priorities for the school environment.</p> <p>Leverage relationships with school influencers to generate support for development and/or improvement of eating space (Smarter Lunchrooms Movement), school wellness policy, structured physical activity (stencils &amp; CATCH), healthy procurement (gardens) and safe and active interventions (pedestrian bike safety, and community readiness).</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="5" style="text-align: center;">Year 1</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td></td> </tr> <tr> <td>x</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="5" style="text-align: center;">Year 2</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td></td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="5" style="text-align: center;">Year 3</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td></td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table>	Year 1					Q1	Q2	Q3	Q4		x	X	X	X	X	Year 2					Q1	Q2	Q3	Q4		X	X	X	X	X	Year 3					Q1	Q2	Q3	Q4		X	X	X	X	X	<p>Meeting Agendas and Materials          Sign-In Sheets</p> <p>PEARS</p> <p>*Contributes to Foundational Objective C.          Community Engagement</p>
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	<p>Engage influencers in identifying 1-2 priorities to present to decision makers.</p> <p>Engage influencers consistently throughout planning, implementation, and maintenance of food and beverage improvements, policies, PA opportunities, edible gardens, safe and active transportation projects.</p> <ul style="list-style-type: none"> <li>• UCCE- 15 sites, reaching 15 influencers</li> <li>• LHD-FCSS - 6 sites, reaching 6 influencers</li> </ul>																																						
02041100	<p><b>Community Engagement (b)</b></p> <p>Identify a minimum of 21 key decision makers including administrators, food service directors, the Fresno County Office of the Superintendent, county and city government departments and/or others. Present assessment results and/or educate key decision makers on the benefits and impact of nutrition, physical activity and safe route initiatives for the school environment.</p> <p>Leverage relationships with key decision makers and generate support for existing work and/or additional work to improve school settings among leadership, staff, outside funders, etc.</p> <p>Engage decision-makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of improved eating space (Smarter Lunchrooms Movement), school wellness policy, structured physical activity (stencils &amp; CATCH) healthy procurement (gardens) and safe routes in school settings.</p> <ul style="list-style-type: none"> <li>• UCCE- 15 sites, reaching 15 decision makers</li> <li>• LHD-FCSS - 6 sites, reaching 6 decision makers</li> </ul>	<table border="1" style="margin-bottom: 10px;"> <tr><th colspan="4">Year 1</th></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>x</td><td>X</td><td>X</td><td>X</td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><th colspan="4">Year 2</th></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table> <table border="1"> <tr><th colspan="4">Year 3</th></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	Year 1				Q1	Q2	Q3	Q4	x	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	<p>Meeting Agendas and Materials Sign-In Sheets</p> <p>PEARS</p> <p>*Contributes to Foundational Objective C. Community Engagement</p>
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**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

**REVISED EXHIBIT A1**

02051100	<p><b>Community Engagement (c)</b> Engage teachers, parents, youth and community in assessment and/or present assessment results, identify priorities, and develop an action plan for staff to implement 1-2 strategies where applicable. Gather teacher, parent, youth and community feedback and input on the needs and desires as well as facilitators and barriers related to eating space (Smarter Lunchrooms Movement), school wellness policy, structured physical activity (stencils &amp; CATCH) and healthy procurement (gardens).</p> <ul style="list-style-type: none"> <li>• UCCE- 15 sites, reaching 30 community members</li> <li>• LHD-FCSS - 6 sites, reaching 30 community members</li> </ul> <p>Incorporate local influencers, parents, youth and community members' vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc.</p>	<table border="1" style="margin-bottom: 10px;"> <tr><th colspan="5">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th><th></th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td><td>X</td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><th colspan="5">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th><th></th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <table border="1"> <tr><th colspan="5">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th><th></th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Year 1					Q1	Q2	Q3	Q4		x	x	x	x	X	Year 2					Q1	Q2	Q3	Q4		x	x	x	x	x	Year 3					Q1	Q2	Q3	Q4		x	x	x	x	x	<p>Meeting Agendas and Materials Sign-In Sheets</p> <p>PEARS</p> <p>*Contributes to Foundational Objective C. Community Engagement</p>
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02061100	<p><b>Community Engagement (d)</b> Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders. Engage partners with common goals to leverage relationships, support and funding opportunities. If appropriate, host convenings around school wellness policy requirements and the final rule, structured physical activity (stencils &amp; CATCH), and Safe Routes.</p>	<table border="1" style="margin-bottom: 10px;"> <tr><th colspan="5">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th><th></th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><th colspan="5">Year 2</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th><th></th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table> <table border="1"> <tr><th colspan="5">Year 3</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th><th></th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Year 1					Q1	Q2	Q3	Q4		x	x	x	x	x	Year 2					Q1	Q2	Q3	Q4		x	x	x	x	x	Year 3					Q1	Q2	Q3	Q4		x	x	x	x	x	<p>Meeting Agendas and Materials Sign-In Sheets</p> <p>PEARS</p> <p>*Contributes to Foundational Objective C. Community Engagement</p>
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02071100	<p><b>Coordination and Collaboration: Partnerships &amp; Coalitions (a)</b></p>	<table border="1"> <tr><th colspan="5">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th><th></th></tr> <tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr> </table>	Year 1					Q1	Q2	Q3	Q4		x	x	x	x	x	<p>Meeting Agendas and Materials</p>																														
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**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

**REVISED EXHIBIT A1**

	<p>Establish, cultivate and maintain relationships with youth, parents, funded and non-funded professional or community partners/coalitions at the district and/or school level to advance the development and implementation of improved school wellness policy, structured physical activity (stencils &amp; CATCH), healthy procurement (gardens) and maintenance of Safe Routes interventions. Educate partners about the benefits and importance) and provide guidance and support for implementation in school settings.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4" style="text-align: center;">Year 2</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4" style="text-align: center;">Year 3</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	x	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>PEARS</p> <p>*Contributes to Foundational Objective B. Partnership/Coalition Work and Support</p>								
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02081100	<p><b>Coordination and Collaboration: Partnerships &amp; Coalitions (b)</b></p> <p>Support and/or attend local school wellness policy meetings and planning work groups to assist with policy, structured physical activity (CATCH &amp; Stencils) and safe routes development and implementation planning. Assist and support development, implementation and maintenance of school wellness policy, structured physical activity (CATCH &amp; Stencils) and Safe Routes interventions. Where appropriate, look for opportunities to engage young adult leaders as a part of PA efforts.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="4" style="text-align: center;">Year 1</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4" style="text-align: center;">Year 2</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4" style="text-align: center;">Year 3</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Year 1				Q1	Q2	Q3	Q4	x	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>Meeting Agendas and Materials</p> <p>PEARS</p> <p>*Contributes to Foundational Objective B. Partnership/Coalition Work and Support</p>
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02091100	<p><b>Indirect Education (Promotion) -</b></p> <p>Promote, support and reinforce messages consistent with DE and other activities within eating space (Smarter Lunchrooms Movement), school wellness policy, structured physical activity (stencils &amp; CATCH), healthy procurement (gardens) and safe routes.</p> <p>Communicate through various appropriate channels such as newsletters, site-based events, flyers, posters, website, to engage &amp; empower caregivers and parents to implement changes at school sites and at home. Implement social media activities. Promote physical</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="4" style="text-align: center;">Year 1</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4" style="text-align: center;">Year 2</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td colspan="4" style="text-align: center;">Year 3</td> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Year 1				Q1	Q2	Q3	Q4	x	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>Event Flyers/Posters</p> <p>Newsletters</p> <p>Food Tastings</p> <p>Materials Distributed</p> <p>Pictures</p> <p>Social Media Posts</p> <p>PEARS</p> <p>*Contributes to all Foundational Objectives</p>
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**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

**REVISED EXHIBIT A1**

	<p>activity messages to parent’s community-wide (community bulletin boards, newsletters, etc.)</p> <ul style="list-style-type: none"> <li>• UCCE- 40 sites, reaching 12,000 parents</li> <li>• LHD-FCSS - 6 sites, reaching 18,400 students &amp; parents</li> </ul>																																						
02101100	<p><b>Training and Technical Assistance -</b>                  Provide training and technical assistance to school key stakeholders such as school administration, teachers, food service operators, site councils, PTA’s, community members, city staff and partners at a minimum of 46 sites. Support and advance new and/or improved eating space (Smarter Lunchrooms Movement), school wellness policy, structured physical activity (stencils &amp; CATCH support materials), healthy procurement (gardens) and safe routes (walking &amp; biking).</p> <ul style="list-style-type: none"> <li>• UCCE- 40 sites</li> <li>• LHD-FCSS - 6 sites</li> </ul>	<table border="1"> <tr> <th colspan="4">Year 1</th> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table> <table border="1"> <tr> <th colspan="4">Year 2</th> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table> <table border="1"> <tr> <th colspan="4">Year 3</th> </tr> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> <tr> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Year 1				Q1	Q2	Q3	Q4	x	x	x	x	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>Training Agendas, Power Points and Materials                  Sign-In Sheets                  PEARS</p> <p>*Contributes to Foundational Objective C.                  Community Engagement</p>
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**\*\*Time Frame**

Year 1 (FFY 2020); Year 2 (FFY 2021); Year 3 (FFY 2022)  
 Qtr. 1 (Oct. 1-Dec. 31); Qtr. 2 (Jan. 1-March 31); Qtr. 3 (Apr. 1-Jun. 30); Qtr. 4 (Jul. 1-Sept.30)

**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

**REVISED EXHIBIT A1**

**STANDARD ACTIVITIES FOR ALL SUBCONTRACTS**

Activity	Description	Timeframe**	Documentation
5.1	Monthly invoices	Due 30 days after the end of each month	Monthly invoices with backup documentation including but not limited to: Checklist, Personnel Salaries and Benefits, Summary Spreadsheets, Bi-weekly Time Logs or timesheets, detail for travel, receipts, invoices, recipes
5.2	Enter program activity data into PEARS database.	Due Jan. 15, Apr. 15, Jul. 15, Oct. 15	Program activity, demographic and participation data entry single sessions provided into ATF.
5.3	Work with Department to complete the NEOPB Semi-Annual Progress Report	Due Apr. 15 and Oct. 15	May include but is not limited to: backup documentation, pictures, evaluation reports, policies, success stories, press releases, challenges and strategies to address them, fiscal reports.
5.4	Submit Quarterly CalFresh Healthy Living Narrative Reports on progress towards meeting subcontractors' respective activities.	Due January 31, April 30, July 31 and October 31	<p>Back up documentation includes CalFresh Healthy Living Narrative Report. Respective back up documentation for activity reporting <u>must be kept on file</u> by activity number and quarter and readily accessible if needed. This includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Nutrition and physical activity single session classes (sing in sheets, agenda, data cards)</li> <li>• Events (event flyer, pictures)</li> <li>• Trainings/Meetings (agenda, Notes)</li> </ul> <p>PSE (Meeting Agendas, e-mails, pictures)</p>
5.5	Work with Department-contracted Evaluator to evaluate and to comply with required and PSE change evaluation activities	Ongoing	Evaluation Reports, PEARS and Success Stories
5.6	Participate in Department and State periodic in-person trainings and webinars as appropriate.	Ongoing	PEARS, Department Quarterly CalFresh Healthy Living Narrative Reports
5.7	Participate in CalFresh Healthy Living Program Lead meetings and All Team meetings as scheduled.	Ongoing	Agenda, meeting notes
5.8	Participate in FCHIP workgroups as appropriate to communicate, cross-promote, facilitate a coordinated approach to enhance the consistency of nutrition messaging and integrate activities with contractors	Ongoing	Agenda, meeting notes

**SCHOOL WELLNESS SUBCONTRACTOR SCOPE OF WORK**

**REVISED EXHIBIT A1**

	and community partners to improve access to healthy foods and physical activity in target communities.		
5.9	Work with Department to engage champions in completing scope of work activities as appropriate and to the extent feasible.	Ongoing	PEARS, E-mail communication, Champion Engagement System, pictures, success story

**\*\*Time Frame:**

Year 1 (FFY 2020); Year 2 (FFY 2021); Year 3 (FFY 2022)

Qtr. 1 (Oct. 1-Dec. 31); Qtr. 2 (Jan. 1-March 31); Qtr. 3 (Apr. 1-Jun. 30); Qtr. 4 (Jul. 1-Sept.30)



**YEAR ONE: JAN 1, 2017 - SEP 30, 2017**

Organization Name: Fresno County Superintendent of Schools

**1. Staffing: Salary/Benefits:**

Position #	Position Title	Name	FTE	% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery	Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
1	Consultant 1	Cyndi Dean	0.85	30.00%	70.00%	\$ 97,674.67	\$83,023.47	20.00%	\$16,604.69	\$29,888.45	\$99,628
2	Project Specialist	Charles Clancy	1.00	0.00%	100.00%	\$ 40,487.00	\$40,487.00	20.00%	\$8,097.40	\$0.00	\$48,584
3	Project Specialist	Jason Wvara	1.00	0.00%	100.00%	\$ 40,487.00	\$40,487.00	20.00%	\$8,097.40	\$0.00	\$48,584
4	Senior Director	In-Kind: Randy Mehren	1.00	5.00%		\$ -	\$0.00	0.00%	\$0.00	\$0.00	\$0
5	Coordinator II	In-Kind: Brent Smither	1.00		10.00%	\$ -	\$0.00	0.00%	\$0.00	\$0.00	\$0
			<b>4.85</b>				<b>\$163,987</b>		<b>\$32,799</b>	<b>\$29,888</b>	<b>\$196,797</b>

Definition and basis for calculations of benefit rate(s):  
Describe what is covered in the benefit rate for your agency.

**2. Non-Capital Equipment/Supplies:**

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1	No items identified				\$0
1	<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>				\$0

**3. Materials:**

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1	Office Supplies		\$75	9	\$635
2	Postage		\$0		\$0
3	Computer Repairs		\$50	6	\$300
4	Physical Activity & Nutrition Message		\$1,000	4	\$4,000
	Other Costs		\$4	500	\$2,000
	Pentathlon Adventure/Iron Chef Challenge Nutrition education & Physical Activity event at Fresno Fairgrounds - 18th year / 500 individuals x \$4.00 x 1 = \$2,000.00		\$3	1,000	\$2,500
	Walk to School Physical Activity & Nutrition event at Sanger Unified School District - 1000 individuals x \$2.50 x 1 = \$2,500.00		\$3	1,000	\$1,250
	Rainbow Day Nutrition and Physical Activity event at Kerman Unified School District - 500 individuals x \$2.50 x 1 = \$1,250.00		\$30	125	\$18,750
	Harvest of the Month HOTM produce @\$30 per class x 125 classes x 5 months = \$18,750.00		\$50	8	\$2,000
	Produce Stands Produce Stand supplies @ \$50 x 5 months x 8 school sites = \$2,000.00		\$50	7	\$4,900
	ASP Cooking in the Classroom Healthy Supplies \$50 x 14 sites x 7 months = \$4900.				
	Food for Taste Testing Demos; Special Event, Lesson Plan, and Store Tour Taste Testing Parent learning classes & staff trainings - \$300 per demo @ 14 sites; walk to school, farm & nutrition and other misc. events - \$125 @ 8 events; healthy supplies @ \$100 x 2 sites x 8 months; healthy supplies @ \$100 x 4 locations, minimum of 25 students per demo = \$7,200.00 x 1 = \$7,200.00		\$1	1	\$7,200
	Cooking with ASP - Healthy Recipes Kids can Make (On-line Cooking Show) Approved recipe ingredients; supplies; cooking equipment @ \$107.5 x 8 shows (2 per each of the 4 communities) = \$860.		\$108	8	\$860
	ASP Workout Team Physical Activity Energizers (On-line show) Utilizing CATCH and SPARK curriculum, each School District will host and demonstrate 3 minute; 10 minute; & 20 minute Energizers - supplies; kid-friendly music; equipment @ \$70 x 8 segments (2 per each of the 4 communities) = \$560.00		\$70	8	\$560
	Gardening Education Develop school teaching gardens / supplies include seeds, seedlings, plant (edible) starts, small gardening tools @ \$214.25 x 6 sites = \$1,285.5		\$214	6	\$1,286
	Printing nutrition education flyers & surveys - color - 5,600 X \$.35 = \$1960.00; meeting notes, agendas, invoices, supporting docs - b/w - 2,000 x \$.07 = \$140.00; brochures - 550 x \$.35 = \$192.50; educational materials - b/w - 800 x \$.07 = \$56.00 = \$2,348.5		\$1	1	\$2,349
				<b>Total Materials:</b>	<b>\$48,590</b>

4. Travel:

Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$54	Reg. Fee	Other	Total
<i>In-State</i>													
1 Consultant - Cyndi Dean	in county	travel	200	0.85						\$30.00			\$5,100
2 Project Specialist - Charles Clancy	in county	travel	150	1									\$4,500
3 Project Specialist - Jason Wara	in county	travel	150	1									\$4,500
4 Cyndi Dean	Sacramento	travel - in kind, FCOE	3	3									
SNAP-ED LIA FORUM/Administrator/2-	Sacramento, 1 trip / 3 Full-time Employees / 2.5 days / 3 nights, \$125.00 per night / 340. (Miles) + \$40.00 (Other) = \$1,785.50	travel - in kind, FCOE											\$0
5 Nutritionists	Sacramento, 1 trip / 2 Full-time Employees / 1 day / 0 nights 340. (Miles) + \$30.00 (Other) = \$315.50	travel - in kind, FCOE											\$0
Youth Engagement (Youth)/2- Nutritionists	Sacramento, 1 trip/1 Full-time Employees/1day/1 night/\$30 Per Diem / \$125.00 per night/340. (Miles) + \$60.00 (Other) = \$410.50	travel - in kind, FCOE											\$0
7 IOE Training #1 of 2/Administrator													\$0
<i>Out-of-State</i>													
1													\$0
2													\$0
3													\$0
											Total Travel:	\$14,100	

5. Building/Space:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s)	Total	
1					\$0	
					Total Building/Space:	\$0

6. Maintenance:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s)	Total	
1					\$0	
					Total Maintenance:	\$0

7. Equipment and Other Capital Expenditures:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total	
1						\$0	
						Total	\$0

8. Consultants

Organization Name	Description of Service(s)	Total	
1 After School Line Staff	In-Kind: 38 Schools will provide student leadership opportunities including advocacy and on-site produce stands in partnership with OK Produce. (\$3,500 per site x 38 sites \$133,000)	\$0	
		Total Consultants:	\$0

9. Indirect Costs:

Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total	
1 total direct costs x 10.52% which is our CDE approved Indirect Cost Rate	10.52%	\$196,797	\$20,703	
			Total Indirect Costs:	\$20,703
			Total Year 1 Budget:	\$280,190

**YEAR TWO: OCT 1, 2017 - SEP 30, 2018**

Organization Name: Fresno County Superintendent of Schools

1. Staffing: Salary/Benefits:

# Position	Position Title	Name	FTE	SNAP-Ed		Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
				% of Time spent on Mgmt/Admin Duties	% of Time spent on Direct SNAP-Ed Delivery						
1	Consultant 1	Cyndi Dean	0.80	10.00%	90.00%	\$ 97,575.00	\$78,140.00	20.00%	\$15,628.00	\$9,376.80	\$93,768
2	Project Specialist	Charles Glancy	1.00	0.00%	100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$0.00	\$64,780
3	Project Specialist	Jason Wara	1.00	0.00%	100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$0.00	\$64,780
4	Project Specialist	TBA	1.00	0.00%	100.00%	\$55,608.00	\$55,608.00	20.00%	\$11,121.60	\$0.00	\$66,730
5	Senior Director	In-Kind: Randy Mehren	1.00	5.00%		\$0.00	\$0.00		\$0.00	\$0.00	\$0
6			1.00			\$0.00	\$0.00		\$0.00	\$0.00	\$0
			<b>5.80</b>	<b>Total Staffing: Salary/Benefits:</b>			<b>\$241,714</b>		<b>\$48,343</b>	<b>\$9,377</b>	<b>\$290,057</b>

Definition and basis for calculations of benefit rate(s):

2. Non-Capital Equipment/Supplies:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1					\$0
1	<i>Thief-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>			<b>Total Supplies:</b>	\$0

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1	Office Supplies	\$5	127	\$635
2	Postage			\$0
3	Computer Repairs	\$50	6	\$300
4	Physical Activity & Nutrition Message	\$439	1	\$439
5	other in-kind costs	\$450	5	\$2,250
	Rainbow Day Nutrition and Physical Activity event at Kerman Unified School District – 400 individuals x \$2.18 x 1 = \$872			
	Walk to School Physical Activity & Nutrition event at Sanger Unified School District – 1000 individuals x \$2.50 x 1 = \$2,500.00			
	Harvest of the Month HOTM produce @\$30 per class x 125 classes x 5 months = \$18,750.00			
	Pentathlon Adventure/Iron Chef Challenge Nutrition Education & Physical Activity event at Fresno Fairgrounds – 20th year/650 individuals x \$4.00 x 1 =			
	ASP Cooking in the Classroom Healthy Supplies \$50 x 14 sites x 5 months = \$3,500.00			
	Food for Taste Testing Demos; Special Event, Lesson Plan, and Store Tour Taste Testing Parent learning classes & staff trainings - \$300 per demo @ 14 sites; walk to school, farm & nutrition and other misc. events - \$125 @ 8 events; healthy supplies @ \$100 x 2 sites x 8 months; healthy supplies @ \$100 x 4 locations, minimum of 25 students per demo = \$7,200.00 x 1 = \$7,200.00			
	Cooking with ASP – Healthy Recipes Kids can Make (On-line Cooking Show) Approved recipe ingredients; supplies; cooking equipment @ \$75 x 8 shows (2 per each of the 4 communities) = \$600.00			
	ASP Workout Team Physical Activity Energizers (On-line show) Utilizing CATCH and SPARK curriculum, each School District will host and demonstrate 3 minute, 10 minute, & 20 minute Energizers – supplies; kid-friendly music, equipment @ \$75 x 8 segments (2 per each of the 4 communities) = \$600.00			
	Gardening Education Develop school teaching gardens / supplies include seeds, seedlings, plant (edible) starts, small gardening tools @ \$250 x 6 sites = \$1,500.00			
	Printing nutrition education flyers - color - 2,000 X \$.35 = \$700.00; meeting notes, agendas, invoices, supporting docs – b/w - 2,000 x \$.07 = \$140.00; brochures – 550 x \$.35 = \$192.50 - survey - b/w - 800 x \$.07 = \$56.00 = \$1,088.5			
	<b>Total Materials:</b>			<b>\$3,624</b>

4. Travel:

Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.54	Reg. Fee	Other	Total
<b>In-State</b>													
1 Consultant - Cyndi Dean	in county	travel, FCOE	200	1						27			\$2,916
2 Project Specialist - Charles Clancy	in county	travel, FCOE	150	1						32.4			\$2,624
3 Project Specialist - Jason Wara	in county	travel, FCOE	150	1						32.4			\$2,624
4 Project Specialist - TBA	in county	travel, FCOE	150	1						32.4			\$2,624
SNAP-ED LIA	Sacramento, 1 trip / 3 Full-time Employees / 2.5 days / 3 nights. \$125.00 per night / 340. (Miles) + \$40.00 (Other) = \$1,765.50	travel - in kind, FCOE											
5 Nutritionists	Sacramento, 1 trip / 2 Full-time Employees / 1 day / 0 nights 340. (Miles) + \$30.00 (Other) = \$315.50	travel - in kind, FCOE											
Youth Engagement (Youth)/2- Nutritionists	Sacramento, 1 trip/1 Full-time Employees/1 day/1 night/\$30 Per Diem / \$125.00 per night/340. (Miles) + \$60.00 (Other) = \$410.50	travel - in kind, FCOE											
<b>Out-of-State</b>													
7 IOE Training #1 of 2/Administrator													\$0
													\$0
												Total Travel:	\$10,789

5. Building/Space:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total	
1					\$0	
					Total Building/Space:	\$0

6. Maintenance:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total	
1					\$0	
					Total Maintenance:	\$0

7. Equipment and Other Capital Expenditures:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total	
1						\$0	
						Total Equipment:	\$0

8. Consultants

Organization Name	Description of Service(s)	Total	
1 After School Line Staff	In-Kind: 38 Schools will provide student leadership opportunities including advocacy and on-site produce stands in partnership with OK Produce. (\$5,000 per site x 38 sites \$190,000)	\$0	
		Total Consultants:	\$0

9. Indirect Costs:

Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total	
1 Indirect Costs calculated at CDE approved rate of 10.52%	10.52%	\$304,470	\$32,030	
			Total Indirect Costs:	\$32,030
			Total Year 2 Budget:	\$336,500

**YEAR THREE: OCT 1, 2018 - SEP 30, 2019**

Organization Name: Fresno County Superintendent of Schools

**1. Staffing: Salary/Benefits:**

Position #	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
				% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery						
1	Consultant 1	Cyndi Dean	0.80	10.00%	90.00%	\$ 97,675.00	\$78,140.00	20.00%	\$15,628.00	\$9,376.60	\$93,768
2	Project Specialist	Charles Clancy	1.00	100.00%	100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$64,779.60	\$64,780
3	Project Specialist	Jason Wara	1.00	100.00%	100.00%	\$ 53,983.00	\$53,983.00	20.00%	\$10,796.60	\$64,779.60	\$64,780
4	Senior Director	In-Kind: Randy Mehren	1.00	5.00%		\$0.00	\$0.00		\$0.00	\$0.00	\$0
5	Project Specialist	TBA	1.00	100.00%	100.00%	\$ 55,608.00	\$55,608.00	20.00%	\$11,121.60	\$66,729.60	\$66,730
<b>Total Staffing: Salary/Benefits:</b>						<b>\$241,714</b>	<b>\$241,714</b>		<b>\$48,343</b>	<b>\$205,666</b>	<b>\$290,057</b>

Definition and basis for calculations of benefit rate(s):

**2. Non-Capital Equipment/Supplies:**

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1	<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>				\$0
1				<b>Total Supplies:</b>	\$0

**3. Materials:**

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1	Office Supplies	\$5	127	\$635
2	Postage	\$0		\$0
3	Computer Repairs	\$50	6	\$300
4	Physical Activity & Nutrition Message	\$439	1	\$439
	other in-kind costs	\$450	5	\$2,250
	paper, pens, copy paper, envelopes, folders etc			
	various network documents, invoices, etc. will be in-kind through FCOE - estimated at \$150/9 mo. \$1,350.			
	IS & T in-house technicians			
	Nutrition education materials to promote healthy lifestyles - 27 students x 4 events x \$4. = \$432.			
	Produce Stands Produce Stand supplies @ \$45 x 5 months x 10 school sites = \$2,250.00			
	Walk to School Physical Activity & Nutrition event at Sanger Unified School District - 1000 individuals x \$2.50 x 1 = \$2,500.00			
	Rainbow Day Nutrition and Physical Activity event at Kerman Unified School District - 500 individuals x \$2.00 x 1 = \$1,000.00			
	Harvest of the Month HOTM produce @ \$30 per class x 125 classes x 5 months = \$18,750.00			
	Pentathlon Adventure/Iron Chef Challenge Nutrition Education & Physical Activity event at Fresno Fairgrounds - 21st year/650 individuals x \$4.00 x 1 = \$1,500.00			
	ASP Cooking in the Classroom Healthy Supplies \$50 x 14 sites x 5 months = \$3,500.00			
	Food for Taste Testing Demos; Special Event, Lesson Plan, and Store Tour Taste Testing Parent learning classes & staff trainings - \$300 per demo @ 14 sites; walk to school, farm & nutrition and other misc. events - \$125 @ 8 events; healthy supplies @ \$100 x 2 sites x 8 months; healthy supplies @ \$100 x 4 locations, minimum of 25 students per demo = \$7,200.00 x 1 = \$7,200.00			
	Cooking with ASP - Healthy Recipes Kids can Make (On-line Cooking Show) Approved recipe ingredients; supplies; cooking equipment @ \$75 x 8 shows (2 per each of the 4 communities) = \$600.00			
	ASP Workout Team Physical Activity Energizers (On-line show) Utilizing CATCH and SPARK curriculum, each School District will host and demonstrate 30 minute; 10 minute; & 20 minute Energizers -- supplies; kid-friendly music; equipment @ \$75 x 8 segments (2 per each of the 4 communities) = \$600.00			
	Gardening Education Develop school teaching gardens / supplies include seeds, seedlings, plant (edible) starts, small gardening tools @ \$250 x 6 sites = \$1,500.00			
	Printing nutrition education flyers - color - 2,000 X \$.35 = \$700.00; meeting notes, agendas, invoices, supporting docs - b/w - 2,000 x \$.07 = \$140.00; brochures - 550 x \$.35 = \$192.50; survey - b/w - 800 x \$.07 = \$56.00 = \$1,088.5			
<b>Total Materials:</b>				<b>\$3,624</b>

4. Travel:

Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$.54	Reg. Fee	Other	Total
<b>In-State</b>													
1 Consultant - Cyndi Dean	in county	travel, FCOE	200	1						27			\$2,916
2 Project Specialist - Charles Clancy	in county	travel, FCOE	150	1						32.4			\$2,624
3 Project Specialist - Jason Wira	in county	travel, FCOE	150	1						32.4			\$2,624
4 Project Specialist - TBA	in county	travel, FCOE	150	1						32.4			\$2,624
SNAP-ED LIA	Sacramento, 1 trip / 3 Full-time Employees / 2.5 days / 3 nights, \$125.00 per night / 340. (Miles) + \$40.00 (Other) = \$1,785.50	travel - in kind, FCOE											\$0
5 FORUM/Administrator/2-Nutritionists	Sacramento, 1 trip / 2 Full-time Employees / 1 day / 0 nights 340. (Miles) + \$30.00 (Other) = \$315.50	travel - in kind, FCOE											\$0
6 Youth Engagement (Youth)/2-Nutritionists	Sacramento, 1 trip/1 Full-time Employees/1day/1 night/\$30 Per Diem / \$125.00 per night/340. (Miles) + \$60.00 (Other) = \$410.50	travel - in kind, FCOE											\$0
7 JOE Training #1 of 2/Administrator													\$0
<b>Out-of-State</b>													
												Total Travel:	\$10,789

5. Building/Space:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Moths.	Total
1					\$0
				Total Building/Space:	\$0

6. Maintenance:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Moths.	Total
1					\$0
				Total Maintenance:	\$0

7. Equipment and Other Capital Expenditures:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1						\$0
						\$0

8. Consultants

Organization Name	Description of Service(s)	Total
1 After School Line Staff	In-Kind: 38 Schools will provide student leadership opportunities including advocacy and on-site produce stands in partnership with OK Produce. (\$5,000 per site x 38 sites \$190,000)	\$0
		Total Consultants:
		\$0

9. Indirect Costs:

Indirect Costs calculated at ODE approved rate of 10.52%	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1		10.52%	\$304,470	\$32,030
			Total Indirect Costs:	\$32,030
				Total Year 3 Budget:
				\$336,500

**YEAR FOUR: OCT. 1, 2019 - SEP 30, 2020**

Organization (CDPH) California Department of Public Health  
 Fresno County Department of Public Health  
 County/Jurisdiction: Fresno County Superintendent of Schools  
 Contracts/Sub-Grant/Agreement:

**1. Salary**

Pos#	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Funded Salary and Benefits
				% of SNAP-Ed	% of SNAP-Ed						
1	Consultant II	Cyndi Dean	0.75	35.00%	65.00%	\$99,252.00	\$74,439.00	30.0000%	\$22,331.70	\$33,869.75	\$96,770.70
2	Project Specialist	Charles Clancy	1.00	20.00%	80.00%	\$55,633.00	\$55,633.00	30.0000%	\$16,689.90	\$14,464.58	\$72,322.90
3	Project Specialist	Jason Wara	1.00	20.00%	80.00%	\$55,633.00	\$55,633.00	30.0000%	\$16,689.90	\$14,464.58	\$72,322.90
4	Project Specialist	Luis Trejo	0.00	20.00%	80.00%	\$55,633.00	\$0.00	0.0000%	\$0.00	\$0.00	\$0.00
5			<b>2.75</b>			<b>Total Staffing: Salary/Benefits:</b>	<b>\$185,705</b>		<b>\$55,712</b>	<b>\$62,799</b>	<b>\$241,417</b>

**Definition and basis for calculations of benefit rate(s):**

Describe what is covered in the benefit rate for your agency.

Includes payroll taxes, medical/dental benefits, and retirement as a percentage of salaries.

**2. Non-Capital Equipment/Supplies:**

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1	Office Supplies				
	Paper, pens, copy paper, ink, folders, etc.	2.75	\$9.06	39	\$971.69
3					\$0
	<i>Thrift-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>				\$0
	<b>Total Supplies:</b>				<b>\$972</b>

**3. Materials:**

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1	Nutrition and Physical Activity Materials	\$1000	4	\$4,000.00
2	Pentathlon and Iron Chef event	\$4.00	700	\$2,800.00
3	Safe Routes - Walk To School Day	\$4.00	2000	\$8,000.00
4	Rainbow Day events	\$4.00	1000	\$4,000.00
	Food for Taste Testing Demos: Special Event / Staff training / ASP Lesson	\$2.50	3000	\$7,500.00
	Produce Stands PSE	\$3,001.00	1	\$3,001.00
	ASP Cooking in the Classroom	\$1,500.00	5	\$7,500.00
	(online cooking show)	\$105.81	8	\$846.48
	Healthy Color Run Event	\$4.00	1500	\$6,000.00
	Routes to School Day events	\$4.00	1500	\$6,000.00
	Small Kitchen Wares	\$19.92	64	\$1,274.88
	<b>Total Materials:</b>			<b>\$50,922</b>

Purchase nutrition and physical activity approved materials to promote healthy living (250 students x 4 events x \$4 = \$4,000)  
 Pentathlon Adventure/Iron Chef Challenge Nutrition education & Physical Activity event at Fresno Fairgrounds / 700 individuals x \$4.00 = \$2,800.00  
 Walk to School Physical Activity & Nutrition event at Sanger USD, Parlier USD, and Kerman USD - 2,000 individuals x \$4 x 1 = \$8,000.  
 Rainbow Day Nutrition and Physical Activity event at Kerman USD & Reedley, KUSD - 1,000 individuals x \$4.00 x 1 = \$4,000.00  
 Food for Taste Testing Demos: Special Event / Staff training / ASP Lesson  
 Produce Stands Produce Stand supplies @ \$75 x 5 months x 8 school sites = \$3,000.00  
 ASP Cooking in the Classroom Healthy Supplies \$75 x 20 sites x 5 months = \$7,500.  
 Cooking with ASP - Healthy Recipes Kids can Make (On-line Cooking Show). Approved recipe ingredients; supplies; cooking  
 New Healthy Color Run nutrition and physical activity events in held in Sanger, KingsCanyon, and Parlier Unified School Districts  
 New Be Safe & Healthy School Day events in Sanger USD, KingsCanyon (Reedley)USD, and Parlier USD - 1,500 students x \$4.00 = \$6,000.00  
 Durable kitchen items (additional/replacements) for taste testings, Family Connection Nights, and Iron Chef Challenge, including

4. Travel:													
Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$ .54	Reg. Fee	Other	Total
<i>In-State</i>													
1 All FCSS staff (Cyndi Dean, Jason SNAP-ed Forum-Garden Grove)	Fresno County/Region Travel	Travel for program	1	1						10,842			\$2,288.36
2 Coordinator Il-Cyndi Dean	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00	\$281.27		507		\$30.00	\$1,009.60
3 Project Specialist-Charles Clancy	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00	\$281.27		507		\$90.00	\$1,069.60
4 Project Specialist-Jason Wara	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00						\$123.00
<i>Out-of-State</i>													
Total Travel:												\$8491	

5. Building/Space:												
Location Name/Address	Calculation Description											
# The Big Fresno Fairgrounds, 1215 S. Chance Ave, Fresno, CA 95702	Rental Agreement includes: 1) Location - Grandstand @ \$200/Industry-Commerce Building @ \$500/Pavilion@ \$300 = \$1,000, 2) Labor @ \$1,000, and 3) 46 Tables @ \$8/ 52 Tables @ \$0/120 Chairs @ \$0 = \$368 - Grand Total \$2,368.00											
Total Building/Space:												\$2368

6. Maintenance:												
Location Name/Address	Calculation Description											
# Communications - 2720 N. Grove Industrial Suite 101 Fresno CA 93727	IS & T in-house technicians providing any necessary computer repairs											
Total Maintenance:												\$301

7. Equipment and Other Capital Expenditures:												
Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total						
# NA						\$0						
Total Equipment and Other Capital Expenditures:						\$0						

8. Contracts/Sub-Grants/Agreements:												
Organization Name	Description of Service(s)											
# NA												
Total Consultants:												\$0

9. Indirect Costs:												
Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total Indirect Costs:	Total								
# total direct costs x 10.52% which is our CDE approved Indirect Cost.	10.52%	\$300,470	\$32,090	\$332,030								
Total YEAR 4 BUDGET:				\$336,500								



**YEAR FIVE: OCT. 1, 2020 - SEP 30, 2021**

Organization (CDPH) California Department of Public Health  
 County/Jurisdiction: Fresno County Department of Public Health  
 Contracts/Sub-Grant/Agreement: Fresno County Superintendent of Schools

Position	Position Title	Name	FTE	SNAP-Ed Time Spent		Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
				% of SNAP-Ed Time spent on	% of SNAP-Ed Time spent on						
1	Consultant II	Cyndi Dean	0.75	35.00%	65.00%	\$99,252.00	\$74,439.00	30.0000%	\$22,331.70	\$33,869.75	\$96,770.70
2	Project Specialist	Charles Clancy	1.00	20.00%	80.00%	\$55,633.00	\$55,633.00	30.0000%	\$16,689.90	\$14,464.58	\$72,322.90
3	Project Specialist	Jason Wara	1.00	20.00%	80.00%	\$55,633.00	\$55,633.00	30.0000%	\$16,689.90	\$14,464.58	\$72,322.90
4	Project Specialist	Luis Trejo	0.00	20.00%	80.00%	\$55,633.00	50.00	0.0000%	50.00	50.00	\$0.00
5			2.75	Total Staffing: Salary/Benefits:			\$185,705		\$55,712	\$62,799	\$241,417

**Definition and basis for calculations of benefit rate(s):**

Describe what is covered in the benefit rate for your agency.

— Includes payroll taxes, medical/dental benefits, and retirement as a percentage of salaries.

**2. Non-Capital Equipment/Supplies:**

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1 Office Supplies	Paper, pens, copy paper, ink, folders, etc.	2.75	\$9.06	39	\$971.69
1				Total Supplies:	\$0
					\$972

**3. Materials:**

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1 Nutrition and Physical Activity Materials	Purchase nutrition and physical activity approved materials to promote healthy living (250 students x 4 events x \$4 = \$4,000)	\$1000	4	\$4,000.00
2 Pentathlon and Iron Chef event	Pentathlon Adventure/Iron Chef Challenge Nutrition education & Physical Activity event at Fresno Fairgrounds / 700 individuals x	\$4.00	700	\$2,800.00
3 Safe Routes - Walk To School Day	Walk to School Physical Activity & Nutrition event at Sanger USD, Parlier USD, and Kerman USD - 2,000 individuals x \$4 x 1 = \$8,000.	\$4.00	2000	\$8,000.00
4 Rainbow Day events	Rainbow Day Nutrition and Physical Activity event at Kerman USD & Reedley, KCUSD - 1,000 individuals x \$4.00 x 1 = \$4,000.00	\$4.00	1000	\$4,000.00
5 Pod	Food for Taste Testing Demos: Special Event / Staff training / ASP Lesson	\$2.50	3000	\$7,500.00
6 Produce Stands PSE	Produce Stands Produce Stand supplies @ \$75 x 5 months x 8 school sites = \$3,000.00	\$3,001.00	1	\$3,001.00
7 ASP Cooking in the Classroom	ASP Cooking in the Classroom Healthy Supplies \$75 x 20 sites x 5 months = \$7,500.	\$1,500.00	5	\$7,500.00
8 Healthy Recipes Kids can Make	Cooking with ASP - Healthy Recipes Kids can Make (On-line Cooking Show). Approved recipe ingredients; supplies; cooking	\$105.81	8	\$846.48
9 Healthy Color Run Event	New Healthy Color Run nutrition and physical activity events in held in Sanger, KingsCanyon, and Parlier Unified School Districts	\$4.00	1500	\$6,000.00
10 Nutrition, Physical Activity and Safe	New Be Safe & Healthy School Day events in Sanger USD, KingsCanyon (Reedley)USD, and Parlier USD - 1,500 students x	\$4.00	1500	\$6,000.00
11 Small Kitchen Wares	Durable kitchen items (additional/replacements) for taste testings, Family Connection Nights, and Iron Chef Challenge, including	\$19.92	64	\$1,274.88
			Total Materials:	\$50,922

4. Travel:

Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles @ \$ .54	Reg. Fee	Other	Total
1 All FCSS staff (Cyndi Dean, Jason	Fresno County/Region Travel	Travel for program	1	1						10,842			\$6,288.36
2 Coordinator Il-Cyndi Dean	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00	\$281.27		507		\$30.00	\$1,010
3 Project Specialist-Charles Clancy	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00	\$281.27		507		\$90.00	\$1,069.60
4 Project Specialist-Jason Wara	SNAP-ed Forum-Garden Grove	Travel costs to participate in 2020 SNAP-Ed Forum	1	1	3		\$41.00						\$123.00
<i>Out of State</i>													
Total Travel:													\$8491

5. Building/Space:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s)	Total
1 The Big Fresno Fairgrounds, 1215 S. Chance Ave, Fresno, CA 93702	Rental Agreement includes: 1) Location - Grandstand @ \$200/Industry-Commerce Building @ \$500/Pavilion@\$300 = \$1,000, 2) Labor @ \$1,000, and 3) 46 Tables @ \$8/ 52 Tables @ \$0/120 Chairs @ \$0 = \$368 - Grand Total \$2,368.00	1	\$2,368.00	1	\$2,368.00
Total Building/Space:					\$2368

6. Maintenance:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s)	Total
1 Communications - 2720 N. Grove Industrial Suite 101 Fresno CA 93727	IS & T in-house technicians providing any necessary computer repairs	3.5	\$43.00	2	\$301.00
Total Maintenance:					\$301

7. Equipment and Other Capital Expenditures:

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1 NA	Total Equipment and Other Capital Expenditures:					\$0

8. Contracts/Sub-Grants/Agreements:

Organization Name	Description of Service(s)	Total
1 NA		\$0
Total Consultants:		\$0

9. Indirect Costs:

Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total Indirect Costs:	Total
1 total direct costs x 10.52% which is our CDE approved Indirect Cost	10.52%	\$304,470		\$32,030
Total Indirect Costs:				\$32,030

**Total YEAR 5 Budget: \$336,500**

**SECTION 1. STAFFING**

Position Title:	Identify the employee's position title.
Name:	Identify the employee's name associated with the title. If vacant, enter "vacant." Once the position is filled, insert a name and submit to the funding agency.
FTE:	Enter full-time equivalent prorated based on percentage of time they will work throughout the funding year. Note: if an employee does not work an entire 12 months, or is not employed full time, their FTE should not be 1.0.
SNAP-Ed Time Spent:	Identify percent SNAP-Ed time spent on direct delivery and on administrative duties. These two columns must equal 100%, even for less than 1.0 FTE employees.  <u>Administrative duties</u> include processing purchase orders, preparing invoices, collecting time and effort reports, and general clerical services such as answering phones, ordering supplies, preparing correspondence, etc. <u>Direct delivery duties</u> include nutrition education in the classroom, food demonstrations, community outreach activities, physical activity promotion, nutritional aspects of gardening, etc.
Annual Salary:	Identify salary only, not including benefits. When converting a monthly, weekly, hourly, etc., salary, use the standard 52 week year or 2080 hours/year to make the calculation.
Total SNAP-Ed Salary:	This will automatically calculate based on annual salary and FTE.
Benefit Rate:	Enter the percentage rate of benefits. This can be different for individual positions. Identify what costs are included in the benefit rate beneath the staffing table. Note: if requesting a rate above 20%, include a waiver letter and justification.
Total SNAP-Ed Benefits:	This will automatically calculate based on total SNAP-Ed salary and benefit rate.
SNAP-Ed Admin Costs:	This will automatically calculate based on FTE, percent SNAP-Ed time spent on management/administrative duties, and total SNAP-Ed funded salary and benefits.
Total SNAP-Ed Funding Salary and Benefits:	This will automatically calculate based on total SNAP-Ed salary and benefits.

**SECTION 2. NON-CAPITAL EQUIPMENT/SUPPLIES**

Common items:	<b>Office supplies, postage, theft-sensitive equipment &lt;\$5,000 (e.g., computers, projectors, printers, copiers)</b>
Budget item:	This should be simple and to the point (e.g. Computers).
Description/ Justification:	Summarize the budget item (e.g., Computer to complete activities outlined in the scope of work). List employee(s) associated with the item.
FTE:	Costs must be prorated based on FTE of associated employee(s).
Number of Items:	Enter the total number of items <i>or</i> items per FTE

**SECTION 3. MATERIALS**

Common items:	<b>Items to be distributed to the community (e.g., publications, printing costs, educational materials, garden supplies, food for taste testing)</b>
Budget item:	This should be simple and to the point (e.g. Food Demonstration Cart).
Description/ Justification:	Summarize the budget item and use. Provide a cost breakdown of all expenses including cost, number of items/participants, number of events and time.

**SECTION 4. TRAVEL AND PER DIEM**

Refer to CalHR Travel information for allowable costs and maximum rates.

The following may be left blank if appropriate:

Per Diem:	Enter daily per diem rate (not total).
Lodging:	Enter nightly lodging rate, including tax.
Air:	Enter the total amount of airfare, including tax.
Miles:	Enter the number of miles for each travel line item. The formula will calculate based on the current mileage reimbursement rate of \$0.54.
Registration Fee:	Enter the registration fee of conference, etc. for one person. The formula will calculate based on the FTE provided in the line item.
Other:	May include train fare, parking, tolls, taxi, etc. Provide details in Description/Justification column.

#### SECTION 5. BUILDING/SPACE

<b>Common items:</b>	<b>Office space rent, storage units</b>
Calculation Description:	Summarize the approved monthly rental space area and cost per unit area (e.g., 200 sq. ft. x \$2.50/sq. ft. = \$500 per FTE).
FTE:	Enter total FTE from Section 1. Staffing.
Cost per month:	Enter monthly cost as specified in the Calculation Description.

#### SECTION 6. MAINTENANCE

<b>Common items:</b>	<b>Utilities, phones, internet, security, insurance, janitorial</b>
Calculation Description:	Describe the service and enter the monthly rate for the line item.
FTE:	Enter total FTE from Section 1. Staffing if the calculation is per FTE. Otherwise, enter "1."
Cost per month:	Enter monthly cost as specified in the Calculation Description.

#### SECTION 7. EQUIPMENT AND CAPITAL EXPENDITURES

<b>Common items:</b>	<b>Items with a useful life of more than one year and a unit cost of \$5,000 or more. Requires a written justification and prior approval.</b>
Misc:	Enter the dollar amount for shipping and handling and any other related costs. Provide details in the Description/Justification column.

#### SECTION 8. CONSULTANTS

Subcontracting is not allowed under this RFP. Bidders may, however, list consultants that provide services on an hourly, per-event, or similar basis if the total yearly cost does not exceed \$25,000. Subject to approval by the funding agency.

Organization Name:	Enter the consultant name. If the organization will be determined at a later time, enter "vacant." Once the position is filled, enter the name and submit to the funding agency.
Description of Services:	Summarize the work that will be performed by the consultant and provide a justification.

#### SECTION 9. INDIRECT COSTS

Calculation Method:	Describe the basis of calculation (e.g., total personnel, total direct costs)
Indirect Cost Rate:	Enter your organization's standard indirect cost rate. Note: If requesting a rate over 15%, submit a waiver letter and justification.
Total Admin/Program Dollars:	Enter the total amount identified in the Calculation Method.

Common Position Titles	Description
Accountant/Finance Analyst	Serves as internal auditor and controller. Assists with processing purchase orders, invoices, preparation of vouchers for payment as related to the Network program, as well as monitoring the budgets.
Administrative Coordinator	Provides administrative and office support for the project staff and is responsible for the reporting requirements.
Administrator (e.g., Director of Programs)	Administer the nutrition education grant agreement and budget, supervising nutrition education staff, attend nutrition education and scope of work related meetings, program planning and participating in the Regional collaborative. Coordinate grant agreement reporting requirements.
After School Coordinator/Assistant	Plan and facilitate nutrition education activities for recreation programming, in after school setting for different age groups of children; seniors, teen; special populations, such as mothers with young children and families; nutrition education for special events and workshops. Prepare instructional plans for youth camps and field trips; and nutrition education for special events and workshops. Prepare instructional plans for nutrition activities, collect data related to nutrition education programming, prepare documentation for nutrition education grant agreement; and help prepare interim and final progress report.
Chief Executive Officer	Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.
Community Liaison	Conducts nutrition education, physical activity promotion interventions in the community setting. Works with Community Based Organizations to increase the reach of nutrition education interventions to Nutrition Education Obesity Program eligible.
Computer Specialist	The Computer Specialist will provide assistance with the nutrition database and tracking system.
Contract Manager	Manages the nutrition education grant agreement including budgets, invoices, local share documentation reports, time studies, fiscal reporting and adherence to funding requirements.
Coordinator of Other Program (e.g., Teen program, Healthy Start, etc.)	Supervises, coordinates, and facilitates nutrition education activities, workshops, special events related to the recreation and community center planning and working together with other community center groups. Supervises staff implementing the nutrition education grant agreement, prepares invoices, prepares and collects documentation, prepares progress reports
Curriculum Specialist	Develops curriculum for nutrition education and physical activity interventions in a variety of different channels/venues.
Database Coordinator	Develops database used to track nutrition education, physical activity and food stamp promotion interventions in a variety of channels.
Dental/Medical Assistant	Conduct one-on-one nutrition education interventions prior to primary care visit.
Dietician	Oversees and supervises the nutrition education program including project administration, project coordination, the development of the nutrition education component and materials and other nutrition and physical activity promotion programs.

Family Advocate	Provides nutrition education to students and their families, and recruits NEOP eligible for group nutrition/cooking classes. Provides nutrition, physical activity and food stamp promotion resources to students and their parents.
Food Service Worker (e.g., Director, Manager, Asst., Server, Cook)	Assists with planning and preparing healthy food taste tests in the school setting in conjunction with classroom based nutrition education intervention. Works with teachers to increase student, teacher and parent knowledge of the importance of consuming more servings of fruits and vegetables and being active daily. Compiles documentation on taste testing activities and all reporting required for nutrition grants. In some cases, supervises staff that carries out activities.
Graphic Illustrator	Develop local promotional nutrition education materials such as community flyers/ newsletters and/or to develop local nutrition/physical activity promotional/educational materials under the direction of the nutrition staff.
Health Educator (including Health Aide, Health Promotion Instructor, etc.)	Develop materials and facilitate health education in both group and individual settings. Teaches general nutrition, the importance of fruits and vegetables, and health benefits of proper nutrition and physical activity.
Legal Counsel	Assist with development of policies, approval of grant agreements and Memorandums of Understanding and providing legal advice specifically related to the implementation of nutrition education and physical activity promotion
Medical Assistant	Demonstrates safe food handling and personal hygiene to prevent food borne illness; provide nutrition-related services to staff, parents, and students and promotes physical activity within the context of nutrition education. (This does not include any medical nutrition therapy).
Nurse/Nurse Supervisor/Nurse Aide RN	Provides nutrition and physical activity promotion to students enrolled in nutrition education programs and their families. Supports nutrition education goals through interventions; local, regional, and statewide collaboration and interventions. (This does not include any medical nutrition therapy).
Nutritionist/Nutrition Educator/Nutrition Aide	Provides nutrition education to the SNAP eligible population. Specific duties include: one-on-one general nutrition education, delivery of general nutrition education in a classroom or group setting, staffing health fairs and other community or promotional events where nutrition education messages are delivered, distribution of linguistically and culturally appropriate nutrition education materials, documentation of educational and other encounters, assisting with writing project reports and preparation of quarterly reports, maintaining program reporting and tracking systems.
Office Manager/Secretary/Admin Assistant	Provides general clerical support to the Program. Assists in development and maintenance of a data collection system with emphasis on fiscal information. Arranges meetings and trainings, orders supplies and materials, creates correspondence, photocopies, etc.
Pharmacist	Promotes nutrition education and physical activity to NEOP eligible population through displays, distributing literature, and supervising staff to update nutrition education bulletin board.

Physician	Supervises professional staff including Dietitians, Nurses and Nutrition/Project Coordinators that provide nutrition education and promotes physical activity to SNAP eligible in a variety of channels. Provides direction on strategic planning of nutrition and physical activity programs to NEOP eligible clients. In some cases, provides nutrition education to SNAP eligible. (This does not include any medical nutrition therapy).
Professor	Coordinates, facilitates, modifies, develops, and demonstrates lessons on nutrition and promotes physical activity for the NEOP eligible community, and students with their families. Supports nutrition education Program goals and local, regional, and statewide collaboration. Assists the Project Coordinator with nutrition education program planning and development. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to SNAP eligible.
Program Assistant	Coordinate program staff and nutrition education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and educational materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.
Project Coordinator	Works with the Project Coordinator in NEOP communities to conduct nutrition education interventions and participate in local events to promote health eating and physical activity for SNAP eligible.
Promotora	Mentors and trains staff on integration of physical activity into nutrition education interventions. Coordinates one-time physical activity demonstrations. Chooses nutrition and physical activity resources to distribute with nutrition education interventions.
Recreation Leader	Evaluates nutrition education, and physical activity promotion interventions in a variety of community channels. Methods can include process and impact evaluations, pre and post tests, surveys, focus/discussion roundtables, photo documentaries, case studies, etc.
Research Specialist	Provides oversight and coordination of the nutrition education conducted in participating classrooms of all schools.
School Administrator (e.g., Principal, Superintendent)	Assists the Nutritionists, Health Educators, and Project Coordinator with nutrition education activities and community events that promote healthy eating and physical activity for low-income families, the target population, Food Stamp recipients and other similar households. 100% direct delivery of educational services.
Teacher/Student Aide/Assistant	Coordinates, facilitates, modifies, develops, and demonstrates lessons on nutrition and promotes physical activity for students and their families. Supports nutrition education program goals through promotion; local, regional, and statewide collaboration; and close coordination with the Registered Dietitian to train staff.
Teacher (preK-12 Classroom, PE, Speech, etc.)	

Translator	Translates approved curriculum and materials into Spanish or other languages. Reviews translation for cultural appropriateness. Interprets nutrition education interventions (one-on-one and group) in the community for dietitians, health educators and others.
Tutor	Assist teachers and/or students with nutrition education and physical activity promotion.
Web Designer	Develops and maintains website containing nutrition education resources, gardening and health related topics and issues.



**Exhibit E  
Federal Terms and Conditions**

*(For Federally Funded Grant Agreements)*

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

**Index of Special Terms and Conditions**

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Air or Water Pollution Requirements
6. Lobbying Restrictions and Disclosure Certification
7. Additional Restrictions
8. Human Subjects Use Requirements
9. Financial and Compliance Audit Requirements
10. Audit and Record Retention
11. Federal Requirements

## 1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Grant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Grant were executed after that determination was made.
- b. This Grant is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Grant. In addition, this Grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Grant in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Grant shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Grant with 30-days advance written notice or to amend the Grant to reflect any reduction in funds.

## 2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subGrantee or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subGrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

### 3. Debarment and Suspension Certification

- a. By signing this Grant, the Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
  - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
  - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
  - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
  - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.

- (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
- e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

#### 4. **Covenant Against Contingent Fees**

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

#### 5. **Air or Water Pollution Requirements**

Any federally funded grant and/or subgrants in excess of \$100,000 must comply with the following provisions unless said grant is exempt under 40 CFR 15.5.

- a. Government Grantees agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

#### 6. **Lobbying Restrictions and Disclosure Certification**

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

##### a. **Certification and Disclosure Requirements**

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
  - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;

- (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
  - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

**b. Prohibition**

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

**7. Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

**8. Human Subjects Use Requirements**

(Applicable only to federally funded agreements in which performance, directly or through a subcontract/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Contractor agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

## 9. Financial and Compliance Audit Requirements

By signing this Agreement, the Contractor/Subcontractor agrees to abide by all requirements specified in 2 CFR 200, *et seq.*, 2 CFR 400, *et seq.*, and 45 CFR, 75, *et seq.*, as applicable, including but not limited to obtaining an annual audit, and any subsequent federal regulatory additions or revisions.

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract or agreement for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code section 38020). Direct service contracts shall not include contracts, agreements, grants, or subventions to other governmental agencies or units of government nor contracts or agreements with regional centers or area agencies on aging (H&S Code section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:
  - (1) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives \$25,000 or more from any State agency under a direct service contract or agreement; the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
  - (2) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives less than \$25,000 per year from any State agency under a direct service contract or agreement, the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this Agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
  - (3) If the Contractor is a State or Local Government entity or Nonprofit organization (as defined in 2CFR Part 200) and expends \$750,000 or more in Federal awards, the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in 2CFR Part 200. An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The audit shall be completed by the end of the ninth month following the end of the audit period. The requirements of this provision apply if:
    - (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or
    - (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.
  - (4) If the Contractor submits to CDPH a report of an audit other than a single audit, the Contractor must also submit a certification indicating the Contractor has not expended \$750,000 or more in federal funds for the year covered by the audit report.
- d. Two copies of the audit report shall be delivered to the CDPH program funding this Agreement. The audit report must identify the Contractor's legal name and the number assigned to this Agreement. The audit report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the

CDPH Program Contract Manager shall forward the audit report to CDPH's Audits and Investigations Unit if the audit report was submitted under Section 16.c(3), unless the audit report is from a City, County, or Special District within the State of California whereby the report will be retained by the funding program.

- e. The cost of the audits described herein may be included in the funding for this Agreement up to the proportionate amount this Agreement represents of the Contractor's total revenue. The CDPH program funding this Agreement must provide advance written approval of the specific amount allowed for said audit expenses.
- f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
- g. Nothing in this Agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.
- h. Nothing in this provision limits the authority of the State to make audits of this Agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.
- i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
- j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
- k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

The term "expanded scope auditing" is applied and defined in the U.S. General Accounting Office (GAO) issued Standards for *Audit of Government Organizations, Programs, Activities and Functions*, better known as the "yellow book".

#### 10. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Contractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that CDPH, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).

- d. The Contractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
  - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
  - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor shall comply with the above requirements and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code § 10115.10, if applicable.
- f. The Contractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.
- g. The Contractor shall, if applicable, comply with the Single Audit Act and the audit reporting requirements set forth in Title 2 of the Code of Federal Regulations, Part 200 (2CFR Part 200).

#### **11. Federal Requirements**

Grantor agrees to comply with and shall require all subgrantees, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.



STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

County of Fresno <small>Name of Grantee</small>	_____ <small>Printed Name of Person Signing for Grantee</small>
18-10558 <small>Contract / Grant Number</small>	_____ <small>Signature of Person Signing for Grantee</small>
_____ <small>Date</small>	_____ <small>Title</small>

After execution by or on behalf of Grantee, please return to:

California Department of Public Health  
Nutrition Education and Obesity Prevention Branch  
7204  
7377

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

**Attachment 2**

**CERTIFICATION REGARDING LOBBYING**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

Approved by OMB  
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year _____ quarter _____ date of last report _____.
4. Name and Address of Reporting Entity:  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known:  Congressional District, If known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:  Congressional District, If known: _____	
6. Federal Department/Agency	7. Federal Program Name/Description:  CDFA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known:  \$ _____	
10.a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from 10a. Last name, First name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only</b>	Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)	

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10