

AMENDMENT I TO AGREEMENT

THIS AMENDMENT, hereinafter referred to as "Amendment I", is made and entered into this 20th day of June, 2017, by and between the **COUNTY OF FRESNO**, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **CALIFORNIA HEALTH COLLABORATIVE**, a California Non-Profit Organization, whose address is 1680 West Shaw Avenue, Fresno, California, 93711, hereinafter referred to as "CONTRACTOR" (collectively the "parties").

WHEREAS the parties entered into that certain Agreement, identified as COUNTY Agreement No. A-16-697, effective January 1, 2017, hereinafter referred to as "Agreement", whereby CONTRACTOR agreed to provide certain nutrition education services to COUNTY's Department of Public Health; and

WHEREAS the parties now desire to amend the Agreement regarding changes as stated below and restate the Agreement in its entirety.

NOW, THEREFORE, in consideration of their mutual promises, covenants and conditions, hereinafter set forth, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. That the existing COUNTY Agreement No. A-16-697, Page 3, Section 4, "COMPENSATION," beginning on Line 10 with the word "For" and ending on Line 13 with "(\$211,500.00)." be deleted and the following inserted in its place:

"For the period of October 1, 2017 through and including September 30, 2018 and each subsequent renewal year thereafter, in no event shall actual services performed under this Agreement be in excess of Two Hundred Ninety-Six Thousand Dollars and No/100 (\$296,000.00)."

2. That all references in existing COUNTY Agreement No. A-16-697 to "Exhibit A" shall be changed to read "Revised Exhibit A," attached hereto and incorporated herein by reference.

3. That all references in existing COUNTY Agreement No. A-16-697 to "Exhibit B" shall be changed to read "Revised Exhibit B", attached hereto and incorporated herein by reference.

4. Except as otherwise provided in this Amendment I, all other provisions of the Agreement remain unchanged and in full force and effect. This Amendment I shall become effective October 1, 2017.

1 5. COUNTY and CONTRACTOR agree that this Amendment I is sufficient to amend the
2 Agreement, and that upon execution of this Amendment I, the Agreement and Amendment I together
3 shall be considered the Agreement.

4 ///

5 ///

6 ///

7 ///

8 ///

9 ///

10 ///

11 ///

12 ///

13 ///

14 ///

15 ///

16 ///

17 ///

18 ///

19 ///

20 ///

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

1 IN WITNESS WHEREOF, the parties hereto have executed this Amendment I to Agreement as
2 of the day and year first hereinabove written.

3 **CONTRACTOR:**
4 **CALIFORNIA HEALTH COLLABORATIVE**

COUNTY OF FRESNO:

5
6 By: Stephen Ramirez

By: [Signature]
Chairman, Board of Supervisors

7 Print Name: Stephen Ramirez

8 Title: CEO / President
9 Chairman of the Board, or
10 President, or any Vice President

Date: 6/20/2017

11 Date: _____

BERNICE E. SEIDEL, Clerk
Board of Supervisors

12 By: [Signature]

13 Print Name: Chris Blalock

By: [Signature]

15 Title: Senior Accountant
16 Secretary (of Corporation), or
17 any Assistant Secretary, or
18 Chief Financial Officer, or
any Assistant Treasurer

Date: 6/20/2017


19 Date: 5-18-17

**PLEASE SEE ADDITIONAL
SIGNATURE PAGE ATTACHED**

22 Mailing Address:
23 1680 W. Shaw Ave.
24 Fresno, CA 93711

25 Phone #: (559) 244-4525
26 Contact: Stephen Ramirez, CEO
27 Email: sramirez@healthcollaborative.org
28


1 APPROVED AS TO LEGAL FORM:
2 DANIEL C. CEDERBORG, COUNTY COUNSEL.

3
4 By 

6 APPROVED AS TO ACCOUNTING FORM:
7 OSCAR J. GARCIA, C.P.A., AUDITOR-CONTROLLER/
8 TREASURER-TAX COLLECTOR

9
10
11 By 

12 REVIEWED AND RECOMMENDED FOR APPROVAL:

13
14
15 By 
16 David Pomaville
17 Director
18 Department of Public Health

19
20
21 Fund/Subclass: 0001/10000
22 Organization: 56201662
23 Account #: 7295

24
25
26 /ET
27
28

RETAIL & MARKETING SUBCONTRACT SCOPE OF WORK

Activity	Activity Description	Time Frame**	Documentation																								
1.15	UC CalFresh, Local Health Department (LHD), LHD subcontractors, and other obesity prevention partners will participate in at least 3 FCHIP Quarterly meetings year 1 and 4 FCHIP Quarterly meetings in year 2 and year 3 to align and leverage resources, provide consistent messaging, and enhance impact of funded activities, as appropriate.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>ATF</p> <p>On file: Agenda, Notes</p> <p>*Contributes to CNAP requirement</p>
Q1	Q2	Q3	Q4																								
	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
1.17	Provide referrals to partner agencies both SNAP-Ed and non-SNAP-Ed to provide strategic coordinated nutrition and physical activity education to eligible SNAP-Ed population. For example, LHD will provide referrals to UC CalFresh when receiving a request for services outside of the LHD six targeted communities.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>Referral Log, e-mails</p> <p>*Contributes to annual objective 1.e,2.d,3.e</p>
Q1	Q2	Q3	Q4																								
	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
1.24	LHD Community Coordinator (Nutritionists) will convene at least 4 meetings in each target community to include UC CalFresh, LHD subcontractors, community and agency champions, and other non-SNAP-Ed partners to strategically coordinate SNAP-Ed and non-SNAP-Ed activities, align and leverage resources, provide consistent messaging, and enhance impact of funded activities.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>ATF, Agendas, meeting notes, sign in sheets</p> <p>*Contributes to all annual objectives</p>
Q1	Q2	Q3	Q4																								
	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
1.32	To prepare staff to build Champion capacity and support community-driven PSE, conduct a staff training using the selected curriculum(a). Throughout the training, staff will learn how to apply community-driven PSE strategies and techniques and how to deliver the training to Champions.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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></td><td></td><td></td><td></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></td><td></td><td></td><td></td></tr> </table>	Q1	Q2	Q3	Q4		x	x	X	Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4					<p>ATF</p> <p>On file: curricula, training agenda and materials, sign in sheet, pictures, evaluations</p> <p>*Contributes to annual objectives 1.b,2.a, 2.b,3.a, 3.b</p>
Q1	Q2	Q3	Q4																								
	x	x	X																								
Q1	Q2	Q3	Q4																								
Q1	Q2	Q3	Q4																								
2.1	In partnership with LHD Tobacco Prevention, NEOP, UC CalFresh, and LHD subcontractors will participate in at	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> </table>	Q1	Q2	Q3	Q4	<p>Activity Tracking Form (ATF)</p> <p>On file: Agenda, notes</p>																				
Q1	Q2	Q3	Q4																								

	least 3 FCHIP Healthy Retail meetings in year one and participate in at least 4 FCHIP Healthy Stores for Healthy Community Workgroup meetings in year two and year three. Potential partners to include LHD NEOP subcontractors, and other non-SNAP-Ed partners to strategically coordinate activities, provide consistent messaging, and enhance impact of funded activities.	<table> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> <table> <tr><td colspan="4">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> </table> <table> <tr><td colspan="4">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	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	*Contributes to objective 1.a, 2.a, 3.a								
	x	x	x																																				
Year 2																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
Year 3																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
2.2	Identify and partner with a minimum of 2 qualifying retail site in year one and a minimum of 3 qualifying retail sites years two and three within the six targeted communities to facilitate a healthy sustainable change.	<table> <tr><td colspan="4">Year 1</td></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> <table> <tr><td colspan="4">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> </table> <table> <tr><td colspan="4">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	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>ATF On file: meeting notes, e-mails, pictures, evaluations, media stories</p> <p>*Contributes to objective 1.a, 2.a, 3.a</p>
Year 1																																							
Q1	Q2	Q3	Q4																																				
	x	x	x																																				
Year 2																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
Year 3																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
2.3	Provide 6 retail store tours to at least 150 individuals (total from all tours) in year one and 9 retail store tours to at least 200 individuals (total from all tours) in year two and year three in qualifying retail locations. Taste-testing may be included during some tours.	<table> <tr><td colspan="4">Year 1</td></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> <table> <tr><td colspan="4">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> </table> <table> <tr><td colspan="4">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	Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>Flyers, ATF, materials distributed</p> <p>*Contributes to objective 1.c, 2.c, 3.c</p>
Year 1																																							
Q1	Q2	Q3	Q4																																				
	x	x	x																																				
Year 2																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
Year 3																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
2.4	Recruit at least 7 qualifying retail sites within the six targeted communities to reach a minimum of 6,250 SNAP-Ed eligible individuals using NEOPB Retail program activities and merchandising materials.	<table> <tr><td colspan="4">Year 1</td></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> <table> <tr><td colspan="4">Year 2</td></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> <table> <tr><td colspan="4">Year 3</td></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>	Year 1				Q1	Q2	Q3	Q4		x	x	x	Year 2				Q1	Q2	Q3	Q4					Year 3				Q1	Q2	Q3	Q4					<p>MOU/MOA, ATF, RE-AIM (PSE database)</p> <p>*Contributes to objective 1.c, 2.c, 3.c</p>
Year 1																																							
Q1	Q2	Q3	Q4																																				
	x	x	x																																				
Year 2																																							
Q1	Q2	Q3	Q4																																				
Year 3																																							
Q1	Q2	Q3	Q4																																				
2.5	Maintain at least 6 qualified retail sites and recruit 5 additional qualifying retail sites in year two and maintain at least 10 qualified retail sites and recruit additional 5 qualifying retail sites in year three to reach a minimum of 20,000 SNAP-Ed eligible individuals (total for years two	<table> <tr><td colspan="4">Year 1</td></tr> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> <table> <tr><td colspan="4">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> </table>	Year 1				Q1	Q2	Q3	Q4					Year 2				Q1	Q2	Q3	Q4	x	x	x	x	MOU/MOA, ATF, RE-AIM (PSE database)												
Year 1																																							
Q1	Q2	Q3	Q4																																				
Year 2																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				

	(13,750) and three (18,750)) within the six targeted communities using NEOPB Retail program activities and merchandising materials.	<table> <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 3				Q1	Q2	Q3	Q4	x	x	x	x	*Contributes to objective 1.c, 2.c, 3.c																								
Year 3																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
2.7	Coordinate and facilitate at least 2 Fruit and Veggie Fest retail events in year one and 3 Fruit and Veggie Fest retail events in years two and three reaching 200 eligible individuals annually.	<table> <tr><th colspan="4">Year 1</th></tr> <tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr> <tr><td></td><td>x</td><td>x</td><td></td></tr> </table> <table> <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> <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		Year 2				Q1	Q2	Q3	Q4	x	x	x	x	Year 3				Q1	Q2	Q3	Q4	x	x	x	x	<p>ATF</p> <p>On file: flyers, agendas, media articles, pictures</p> <p>*Contributes to objective 1.c, 2.c, 3.c</p>
Year 1																																							
Q1	Q2	Q3	Q4																																				
	x	x																																					
Year 2																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				
Year 3																																							
Q1	Q2	Q3	Q4																																				
x	x	x	x																																				

****Time Frame: Year & Quarter:**

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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

Educational Materials, Resources, and Curriculum

Activity	Curriculum, Toolkit, Resource Name	Level of Evidence Base	
2.2, 2.3, 2.4, 2.5, 2.6, 2.7	NEOPB Retail Program- Fruit and Veggie Marketing and Point of Sale Materials, Recipe Cards	x	Research Tested
			Practice Tested
			Emerging
			N/A - Please describe below:
2.2, 2.3, 2.4, 2.5, 2.6, 2.7	NEOPB Retail Food Demonstration Kit		Research Tested
			Practice Tested
		x	Emerging
			N/A - Please describe below:
2.2, 2.3, 2.4, 2.5, 2.7	NEOPB Produce Guide		Research Tested
			Practice Tested
			Emerging
		x	N/A - Please describe below:
		Approved SNAP-Ed Resource Materials	
2.7	Cooking Matters	x	Research Tested
			Practice Tested
			Emerging
			N/A - Please describe below:
2.2, 2.3, 2.4 2.5, 2.7, 2.9	Harvest of the Month Handouts		Research Tested
		x	Practice Tested

		<input type="checkbox"/>	Emerging	
		<input type="checkbox"/>	N/A - Please describe below:	
2.2, 2.3, 2.4, 2.5	NEOPB Treasure Hunt Booklet	<input type="checkbox"/>	Research Tested	
		<input type="checkbox"/>	Practice Tested	
		<input type="checkbox"/>	Emerging	
		<input type="checkbox"/>	N/A - Please describe below:	
		Approved SNAP-Ed Resource Materials		
2.9	Power Play A Team 2 Table Adventure	<input type="checkbox"/>	Research Tested	
		<input type="checkbox"/>	Practice Tested	
		<input type="checkbox"/>	Emerging	
		<input type="checkbox"/>	N/A - Please describe below:	
		Approved SNAP-Ed Resource Materials		
2.7	NEOPB Fruit, Vegetable, and Physical Activity Tool Box for Community Educators, Flavors of My Kitchen Cookbook(Eng/Span)	<input type="checkbox"/>	Research Tested	
		<input type="checkbox"/>	Practice Tested	
		<input type="checkbox"/>	Emerging	
		x	N/A - Please describe below:	
		Approved SNAP-Ed Resource Materials		
2.3, 2.4, 2.5, 2.7, 2.9	My Plate Ten Tips Nutrition Education Series (Hmong, Spanish, English)	<input type="checkbox"/>	Research Tested	
		<input type="checkbox"/>	Practice Tested	
		<input type="checkbox"/>	Emerging	
		<input type="checkbox"/>	N/A - Please describe below:	
		Approved SNAP-Ed Resource Materials		
2.3, 2.4, 2.5, 2.7, 2.9	Rethink your Drink Choosing Healthy Beverages Lesson with corresponding handouts and posters	<input type="checkbox"/>	Research Tested	
		x	Practice Tested	
		<input type="checkbox"/>	Emerging	
		<input type="checkbox"/>	N/A - Please describe below:	
2.2, 2.3, 2.4, 2.7, 2.9, 1.21	EatFresh.org	<input type="checkbox"/>	Research Tested	
		<input type="checkbox"/>	Practice Tested	
		x	Emerging	
		<input type="checkbox"/>	N/A - Please describe below:	
2.2, 2.8, 2.9, 2.10, 2.11	CDPH Policy Systems and Environmental Change Resource Guide: Strategies for Increased Access to Healthy Tools, Beverages and Physical Activity	<input type="checkbox"/>	Research Tested	
		<input type="checkbox"/>	Practice Tested	
		<input type="checkbox"/>	Emerging	
		X	N/A - Please describe below:	
		Approved SNAP-Ed Resource Materials		

WORKSITE WELLNESS SUBCONTRACT SCOPE OF WORK

Activity	Activity Description	Time Frame**	Documentation																								
1.14	Utilize media, social media, blogs, and agency websites each year to promote and cross-promote at least 5 SNAP-Ed activities, success stories, events, community forums, and/or approved messaging, for a total of 15 over three years. Also in Objective 2, and 4.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>ATF</p> <p>On file: Facebook analytics, blog analytics,</p> <p>*Contributes to all annual objectives as appropriate</p>
Q1	Q2	Q3	Q4																								
	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
1.15	UC CalFresh, Local Health Department (LHD), LHD subcontractors, and other obesity prevention partners will participate in at least 3 FCHIP Quarterly meetings year 1 and 4 FCHIP Quarterly meetings in year 2 and year 3 to align and leverage resources, provide consistent messaging, and enhance impact of funded activities, as appropriate.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>ATF</p> <p>On file: Agenda, Notes</p> <p>*Contributes to CNAP requirement</p>
Q1	Q2	Q3	Q4																								
	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
1.17	Provide referrals to partner agencies both SNAP-Ed and non-SNAP-Ed to provide strategic coordinated nutrition and physical activity education to eligible SNAP-Ed population. For example, LHD will provide referrals to UC CalFresh when receiving a request for services outside of the LHD six targeted communities.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>Referral Log, e-mails</p> <p>*Contributes to annual objective 1.e,2.d,3.e</p>
Q1	Q2	Q3	Q4																								
	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
1.24	LHD Community Coordinator will convene at least 4 meetings in each target community to include UC CalFresh, subcontractors, community and agency champions, and non-SNAP-Ed partners to strategically coordinate SNAP-Ed and non-SNAP-Ed activities, align and leverage resources, provide consistent messaging, and enhance impact of funded activities.	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></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	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<p>ATF, Agendas, meeting notes, sign in sheets</p> <p>*Contributes to all annual objectives</p>
Q1	Q2	Q3	Q4																								
	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
Q1	Q2	Q3	Q4																								
X	X	X	X																								
1.32	To prepare staff to build Champion capacity and support	<p>Year 1</p> <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> </table>	Q1	Q2	Q3	Q4	<p>ATF</p>																				
Q1	Q2	Q3	Q4																								

	community-driven PSE, conduct a staff training using the selected curriculum(a). Throughout the training, staff will learn how to apply community-driven PSE strategies and techniques and how to deliver the training to Champions.	<table border="1"> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> Year 2 <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> Year 3 <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>		x	x	x	Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4					<p>On file: curricula, training agenda and materials, sign in sheet, pictures, evaluations</p> <p>*Contributes to annual objectives 1.b,2.a, 2.b,3.a, 3.b</p>				
	x	x	x																								
Q1	Q2	Q3	Q4																								
Q1	Q2	Q3	Q4																								
3.1	Recruit and qualify at least 11 worksites in year one, 4 worksites in year two, and 3 worksites in year three for a total of 18 worksites (15 worksites and 3 school districts) to participate in the NEOPB Worksite Program by end of year 3.	Year 1 <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> Year 2 <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> Year 3 <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>Worksite Program Qualification documents, Activity Tracking Form (ATF)</p> <p>*Contributes to 1.a, 2.a, 3.a</p>
Q1	Q2	Q3	Q4																								
	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
3.2	Complete the “Check for Health” in the California Fit Business Kit with worksites and school districts that have not yet completed.	Year 1 <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> Year 2 <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> Year 3 <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>ATF, RE-AIM (PSE Database)</p> <p>On file: Check for Health Documents</p> <p>*Contributes to objective 1.b, 2.b, 3.b</p>
Q1	Q2	Q3	Q4																								
	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
3.3	Each of the participating worksites and participating school districts will complete a minimum of 1 activity in the California Fit Business Kit over the contract term.	Year 1 <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> Year 2 <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> Year 3 <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>ATF, RE-AIM (PSE Database)</p> <p>ATF, RE-AIM</p> <p>On file: Activity documentation, pictures,</p> <p>*Contributes to 1.b, 2.b, 3.b</p>
Q1	Q2	Q3	Q4																								
	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
3.4	Provide ongoing technical assistance to participating worksites and school districts on the California Fit Business Kit.	Year 1 <table border="1"> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table>	Q1	Q2	Q3	Q4		x	x	x	<p>ATF, RE-AIM (PSE Database)</p> <p>On file: notes, e-mails, TA log</p>																
Q1	Q2	Q3	Q4																								
	x	x	x																								

		<p>Year 2</p> <table> <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> <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	*Contributes to objectives 1.a, 2.a, 3.a								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
3.5	Provide technical assistance and support to 1 participating worksite in year two and 2 participating worksites in year three in developing and implementing at least 1 policy, system, environmental change that will support healthy behavior changes.	<p>Year 1</p> <table> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> <p>Year 2</p> <table> <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> <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					Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>ATF, RE-AIM (PSE Database) On file: meetings notes, e-mails, TA log, pictures, media stories</p> <p>*Contributes to objective 2.c, 3.c</p>
Q1	Q2	Q3	Q4																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
3.6	Connect each worksite with the Regional Lactation Liaison (WIC) who will provide technical assistance and resources to ensure worksites have lactation accommodations available to their employees.	<p>Year 1</p> <table> <tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr> <tr><td></td><td>x</td><td>x</td><td>x</td></tr> </table> <p>Year 2</p> <table> <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> <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	Q1	Q2	Q3	Q4	x	x	x	x	Q1	Q2	Q3	Q4	x	x	x	x	<p>meetings notes, e-mails, TA log,</p> <p>*Contributes to objective 1.b, 2.b, 3.b</p>
Q1	Q2	Q3	Q4																								
	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								
Q1	Q2	Q3	Q4																								
x	x	x	x																								

****Time Frame**

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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

Educational Materials, Resources, and Curriculum

Activity	Curriculum, Toolkit, Resource Name	Level of Evidence Base	
3.1, 3.2, 3.3, 3.4, 3.5	California Fit Business Kit, Posters – Worksite Program		Research Tested
			Practice Tested
		x	Emerging
			N/A - Please describe below:
3.3, 3.4, 3.6	USDA/Choose My Plate	x	Research Tested
			Practice Tested
			Emerging
			N/A - Please describe below:

3.3, 3.4	NEOPB Cookbooks (Flavors of My Kitchen (Eng/Spa), Everyday Healthy Meals (Eng/Spa), Healthy Latino Recipes (Eng/Spa), Soulful Recipes		Research Tested	Approved SNAP-Ed Resource Materials
			Practice Tested	
			Emerging	
		x	N/A - Please describe below:	
3.3	EatFresh.org		Research Tested	Approved SNAP-Ed Resource Materials
			Practice Tested	
		x	Emerging	
			N/A - Please describe below:	
3.5	CDPH Policy Systems and Environmental Change Resource Guide: Strategies for Increased Access to Healthy Tools, Beverages and Physical Activity		Research Tested	Approved SNAP-Ed Resource Materials
			Practice Tested	
			Emerging	
		x	N/A - Please describe below:	

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 entry into ATF database.	Due Jan. 15, Apr. 15, Jul. 15, Oct. 15 Year 1 reporting will only include April 30, July 31 and October 31.	Program activity, demographic and participation data entry single sessions provided into ATF.
5.3	Work with Department to complete the 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 Champions for Change Narrative Reports on progress towards meeting subcontractors' respective activities.	Due January 31, April 30, July 31 and October 31 for Year 1, 2, & 3 Year 1 reporting will only include April 30, July 31 and October 31.	Back up documentation includes Champions for Change 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: <ul style="list-style-type: none"> • Nutrition and physical activity single session classes (sing in sheets, agenda, data cards) • Events (event flyer, pictures) • Trainings/Meetings (agenda, Notes) PSE (Meeting Agendas, e-mails, pictures)
5.5	Work with Department-contracted Evaluator to evaluate and to comply with required and PSE change evaluation activities	Ongoing	Evaluation Reports, RE-AIM and Success Stories
5.6	Participate in Department and State periodic in-person trainings and webinars as appropriate.	Ongoing	ATF, Department Quarterly Champions for Change Narrative Reports
5.7	Participate in Champions for Change 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 and community partners to improve access to healthy foods and physical activity in target communities.	Ongoing	Agenda, meeting notes
5.9	Work with community engagement subcontractor to engage champions in completing scope of work activities as appropriate and to the extent feasible.	Ongoing	ATF, E-mail communication, Champion Engagement System, pictures, success story

****Time Frame:**

Year 1 (FFY 2017); Year 2 (FFY 2018); Year 3 (FFY 2019)

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, 2017Organization Name: California Health Collaborative**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	Program Director	Brandi Muro	0.10	95.00%	5.00%	\$ 53,072.31	\$5,307.23	21.00%	\$1,114.52	\$6,100.66	\$6,422
2	Program Coordinator	Michelle Alcantara	1.00	5.00%	95.00%	\$ 35,009.70	\$35,009.70	21.00%	\$7,352.04	\$2,118.09	\$42,362
3	Program Coordinator	Karen Ard	1.00	5.00%	95.00%	\$ 35,009.70	\$35,009.70	30.00%	\$10,502.91	\$2,275.63	\$45,513
4	Program Coordinator	Norma Vail	0.75	5.00%	95.00%	\$ 35,009.70	\$26,257.28	30.00%	\$7,877.18	\$1,706.72	\$34,134
			2.85	Total Staffing: Salary/Benefits:			\$101,584		\$26,847	\$12,201	\$128,431

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

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

Health-10.5%, Vision-0.4%, Dental-0.9%, Life Ins-0.7%, WC-1.1%, SUI-1%, Pension-8%**2. Non-Capital Equipment/Supplies:**

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
1 Office Supplies	General Supplies, duplicating, postage (1.65FTE x \$75 per month x 9 months)	2.85	\$50.00	9	\$1,283
<i>Theft-sensitive equipment/supplies that are less than \$5,000 (Computers, printers, projectors, etc.)</i>					
1					\$0
Total Supplies:					\$1,283

3. Materials:

Budget Item	Description/Justification	Cost per Item	# of Items	Total
1 Food Demonstrations/Taste	1 Food demonstrations per retail location reaching 50 people per demonstration (1 x 15 x 50) + food demonstrations for worksites (11 sites x 25	\$0.60	1025	\$615
2 Fruit and Veggie Fest	Materials for two Fruit and Veggie Fest events. Materials include: signage, fliers, food demo items, rental of generator	\$255.00	2	\$510
3 Worksite Program Materials	NEOP approved worksite materials such as recipe cards, posters, and other nutrition education materials	\$1.00	283	\$283
Total Materials:				\$1,408

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>													
3 Program Coordinators and 1 Program Director	Fresno County	Local travel to retail and worksite locations and meetings/trainings.	162	2.85						1312.20			\$1,312
<i>Out-of-State</i>													
1													\$0
Total Travel:													\$1,312.20

5. Building/Space:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1 Rent	(\$1.34 x 426.6 Sq. Ft.) + \$50.40 per month Ins. X 1.65FTE	2.85	622	9	\$15,954
Total Building/Space:					\$15,954

6. Maintenance:

Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1 Communications	Phone, fax, Internet, IT Support (1.65FTE x \$190 per month x 9 months)	2.85	\$190.00	9	\$4,874
Total Maintenance:					\$4,874

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			\$0
		Total Consultants:	\$0

9. Indirect Costs:

	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	Percent of Total Direct Costs	15.00%	\$153,261	\$22,989.16
			Total Indirect Costs:	\$22,989
			Total Year 1 Budget:	\$176,250

5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1	Rent	(\$1.38 x 468 Sq. Ft.) X 3.56FTE	3.56	\$645.00	12	\$27,554
2						\$0
3						\$0
Total Building/Space:						\$27,554

6. Maintenance:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1	Communications	Phone, fax, Internet, IT Support (3.6FTE x \$190 per month x 12 months)	3.56	\$155.00	12	\$6,622
2						\$0
3						\$0
Total Maintenance:						\$6,622

7. Equipment and Other Capital Expenditures:

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1							\$0
2							\$0
Total Equipment:							\$0

8. Consultants

	Organization Name	Description of Service(s)	Total
1			\$0
2			\$0
Total Consultants:			\$0

9. Indirect Costs:

	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	Percent of total direct costs	15.00%	257,391	\$38,609
Total Indirect Costs:				\$38,609

Total Year 2 Budget:

\$296,000

5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1	Rent	(\$1.38 x 468 Sq. Ft.) X 3.56FTE	3.56	\$645.00	12	\$27,554
2						\$0
3						\$0
Total Building/Space:						\$27,554

6. Maintenance:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Mo(s).	Total
1	Communications	Phone, fax, Internet, IT Support (1.48FTE x \$190 per month x 12 months)	3.56	\$155.00	12	\$6,622
2						\$0
3						\$0
Total Maintenance:						\$6,622

7. Equipment and Other Capital Expenditures:

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total
1							\$0
2							\$0
							\$0

8. Consultants

	Organization Name	Description of Service(s)	Total
1			\$0
2			\$0
Total Consultants:			\$0

9. Indirect Costs:

	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1	Percent of total direct costs	15.00%	\$257,391	\$38,609
Total Indirect Costs:				\$38,609
Total Year 3 Budget:				\$296,000