



RON CHAPMAN, MD, MPH
Director

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

August 29, 2013

City of Tulare Health and human Services Agency
5957 S. Mooney Blvd.
Visalia, CA 93277
Attention: Pete Vander Poel
Chairman, Tulare County Board of Supervisors

Subject: Agreement Number 13-20494

Dear Mr. Vander Poel:

The California Department of Public Health (CDPH) has standardized its contracting procedures and agreement formats. The enclosed agreement is not binding until signed by both parties. No services are to be provided prior to approval, as CDPH is not obligated to make any payment prior to final approval. Expeditious handling of this agreement is appreciated. To help facilitate the expeditious handling of your agreement, please return the required documents by using overnight/express mail.

Required action is noted by each checked/marked item. Return all item(s) to the address identified below:

☒ By signing the line below, you understand the enclosed agreement is not binding until signed by both parties. No services are to be provided prior to approval, as CDPH is not obligated to make any payment prior to final approval. Return this form to CDPH.

X

Authorized Signature

Date

Printed Name and Title of Person Signing

☒ Affix a signature to Page three of the enclosed Grant Agreement, and each additional signature page. **Two** Grant Agreement copies must bear original signatures. Return **all** items to CDPH for further processing. A copy of the approved agreement will be distributed to you after it is fully executed. Alterations, in general, are not allowed. Alterations and page replacements, if any, must be pre-approved by CDPH and each visible alteration must be initialed by the person who signs the agreement. Signed originals required.

☐ **Exhibit A, Agency Capacity and Assurance:**

Please review and obtain Contract Signatory signature.

X **Exhibit D, Pages 7-9, Certification Regarding Lobbying:**

Please read this certification. Complete and have certification signed. Return the signed certification (original signature) to CDPH for further processing. Two signed originals required.

 Non-Profit Agreements:

The signed agreements as indicated above must be accompanied by a copy of your organizations 501c(3) Non-profit status letter from the Internal Revenue Service to prove non-profit status.

X **County, City, District, or other local public body Agreements:**

The signed agreement(s) as indicated above must be accompanied by a copy of the resolution, order, motion/minutes, or ordinance of the local governing body, which by law has authority to enter into the proposed agreement, authorizing execution of the agreement. (See Attachment 1 for definitions.)

X Provide documentation of **signatory authority** for the official that is authorized to sign on behalf of your agency. The authority shall be stated in a resolution, order, motion or ordinance or must be provided through a separate official document.

X Go to <http://www.ols.dgs.ca.gov/Standard+Language/default.htm> and select " Standard Contract Language" from the pick list to locate the Contractor Certification Clause (CCC 307). Read the cited CCC in its entirety. Complete and sign the first page of the cited Certification. Return the first page of the originally signed Certification to the address noted below. Failure to return the appropriate signed CCC will prohibit CDPH from doing business with your Agency. Signed original copy of CCC 307 (first page) is required.

Return all designated materials to the following address:

California Department of Public Health
Nutrition Education and Obesity Prevention Branch
ATTENTION: Debra Thompson
1616 Capitol Avenue, Suite 74.516
Mail Station 7204
P.O. Box 997377
Sacramento, CA 95899-7377

For inquiries regarding this agreement, please contact Debra at (916)440-7362 and cite the agreement number.

Thank you for your attention to this matter.

Sincerely,

Debra Thompson

Debra Thompson
Grant Manager
Nutrition Education and Obesity Prevention Branch

Enclosure(s)

NUTRITION EDUCATION AND OBESITY PREVENTION PROGRAM

Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter "Department"

TO

County of Tulare Health and Human Services Agency, hereinafter "Grantee"

Implementing the project, "Supplemental Nutrition Assistance Program-Education," hereinafter "Project"

GRANT AGREEMENT NUMBER 13-20494

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code, Section 131085(a)(b).

PURPOSE: The Department shall provide a grant to and for the benefit of the Grantee; the Grantee agrees to create innovative partnerships that assist SNAP-Ed eligible consumers in adopting healthy eating and physical activity behaviors, as part of a healthy lifestyle. The Grantee will provide nutrition education and conduct nutrition activities to SNAP-Ed eligible families per Health and Safety Code Section 104650-104655.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed One Million Three Hundred Twenty-Five Thousand Six Hundred Twenty-Two dollars (\$1,325,622) annually. No funds may be requested or invoiced for work performed or costs incurred after the end date. See Exhibit E, Additional Provisions, Additional Incorporated Documents, Network Local Projects Network for a Healthy California Guidelines Manual, Section II Fiscal, Section 500 Reimbursement Process.

TERM OF GRANT: The term of the Grant shall begin on October 1, 2013, or upon approval of this agreement, and terminates on September 30, 2016.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health, Nutrition Education and Obesity Prevention	Grantee: County of Tulare Health and Human Services Agency
Attention: Pamela Delapa, Program Manager	Attention: Pete Vander Poel, Chairman, Tulare County Board of Supervisors
Address: P.O. Box 997377	Address: 5957 S Mooney Blvd
City, Zip: Sacramento, CA 95899-7413	City, Zip: Visalia, CA 93277

Phone: (916) 449-5382	Phone: (559) 636-5000
Fax: (916) 449 - 5414	Fax: (559) 733-6898
E-mail: pamela.delapa @cdph.ca.gov	E-mail:

Direct all inquiries to:

California Department of Public Health, Nutrition Education and Obesity Prevention	Grantee: County of Tulare Health and Human Services Agency
Attention: Debra Thompson, Grant Manager	Attention: Cathy Volpa
Address: P.O. Box 997377	Address: 5957 S Mooney Blvd
City, Zip: Sacramento, CA 95899-7413	City, Zip: Visalia, CA 93277
Phone: (916) 440-7362	Phone: (559) 624-8035
Fax: (916) 449 - 5414	Fax: (559) 713-3019
E-mail: debra.thompson@cdph.ca.gov	E-mail: cvolpa@tularehhsa.org

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Grant by this reference:

Exhibit A GRANT APPLICATION

The Grant Application provides the scope of work, purpose, task schedule and list of deliverables.

Exhibit A₁ DELIVERABLES FOR LOCAL HEALTH DEPARTMENT GRANTS

Exhibit B BUDGET DETAIL

The approved budget supersedes the proposed budget in the Grant Application.

Exhibit C STANDARD GRANT CONDITIONS

Exhibit D FEDERAL PROVISIONS

Exhibit E ADDITIONAL PROVISIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: _____

Pete Vander Poel, Chairman
Tulare County Board of Supervisors

Date: _____

Angela Salas, Chief
Contracts and Purchasing Services
Section
California Department of Public Health

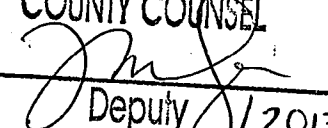
APPROVED AS TO FORM:
COUNTY COUNSEL
By 
Deputy 8/20131509

EXHIBIT A
GRANT APPLICATION

**LOCAL HEALTH DEPARTMENT SNAP-ED FUNDING OPPORTUNITY
LETTER OF INTENT
FFY 2014- 2016 (October 1, 2013 – September 30, 2016)**

DUE: April 12, 2013

Send this form by fax or scan and e-mail to:


Fax: (916) 449-5414

Email: supportstaffassignments@cdph.ca.gov

**To: Melissa Meade, Chief
Administrative Operations Section
Network for a Healthy California
Nutrition Education and Obesity Prevention Branch
California Department of Public Health**

Name:	Cathy Volpa, BSN,PHN
Title:	Deputy Director - Public Health
County Health Department	Tulare County Health and Human Services Agency
Address:	5957 South Mooney Boulevard, Visalia CA 93277
Telephone:	559.624.8035 or 559.624.8036
Fax:	559.713.3019
Email:	cvolpa@tularehhsa.org

This serves as confirmation that our local health department intends to participate in the SNAP-Ed funding opportunity. Our department will prepare the appropriate grant documents for this funding opportunity with the California Department of Public Health, Nutrition Education and Obesity Prevention Branch, *Network for a Healthy California*.


Signature of Authorized Representative

April 8, 2013
Date

Cathy Volpa
Printed Name

Deputy Director - Public Health
Title

DATE OF SUBMISSION	May 6, 2013
ORGANIZATION NAME	County of Tulare Health and Human Services Agency
AGREEMENT NUMBER	

Provide the name, phone number, and e-mail address of the person we can contact to confirm the date/time of the negotiation conference call.

Contact Name: Cathy Volpa	Phone Number: 559.624.8036
E-mail: cvolpa@tularehhsa.org	

Letter of Intent due April 12, 2013

APPLICATION CONTENTS:

Application due May 6, 2013

Please Check

Form #1 Application Coversheet/Checklist
 Form #2 Grantee Information Form
 Form #3 Agency Capacity and Assurances
 Form #4 Project Synopsis
 Form #5 Scope of Work
 Form #6 FFY 2014 Budget (Excel Version 2010)
 Form #7 FFY 2014 Budget (Excel Version 1997-2003)
 Form #8 Request for Non-Network Sponsored Travel
 Form #9 Memorandum of Understanding (MOU) (if applicable)
 Form #10 Training Worksheet

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NOTE: The above documents must be completed and submitted with this Application Coversheet/Checklist Form. Email completed application to supportstaffassignments@cdph.ca.gov by the submission deadline.

Network for a Healthy California

Grantee Information Form

Date Form
Completed:

August 21, 2013

Organization	This is the information that will appear on your grant agreement cover	
	Federal Tax ID #	94-60000545 Contract/Grant#
	Name	County of Tulare Health & Human Services Agency
	Mailing Address	5957 S Mooney Blvd
	Street Address (If Different)	
	County	Tulare
	Phone	(559) 624-8000 Fax (559) 713-3019
	Website	www.tularehhsa.org
Grant Signatory	The <i>Grant Signatory</i> has authority to sign the grant agreement cover	
	Name	Pete Vander Poel
	Title	Chairman, Tulare County Board of Supervisors
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	
	Street Address (If Different)	
	Phone	(559) 636-5000 Fax (559) 733-6898
	Email	
Project Director	The <i>Project Director</i> is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with State Network staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name	Cathy Volpa
	Title	Deputy Director – Public Health
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	
	Street Address (If Different)	
	Phone	(559) 624-8035 Fax (559) 713-3019
	Email	cvolpa@tularehhsa.org

Network for a Healthy California

Grantee Information Form

Payment Receiver	All payments are sent to the attention of this person at the designated address.	
	Name	<u>Tim Lutz</u>
	Title	<u>Director of Fiscal Operations</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>(559) 624-8060</u>
	Fax	<u>(559) 737-4692</u>
	Email	<u>tlutz@tularehhsa.org</u>
Fiscal Reporter	The <i>Fiscal Reporter</i> prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.	
	Name	<u>Michelle Brown</u>
	Title	<u>Staff Services Analyst III</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>(559) 624-8037</u>
	Fax	<u>(559) 713-3019</u>
	Email	<u>mbrown@tularehhsa.org</u>
Fiscal Signatory	The <i>Fiscal Signatory</i> has signature authority for invoices and all fiscal documentation reports.	
	Name	<u>Tim Lutz</u>
	Title	<u>Director of Fiscal Operations</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>(559) 624-8060</u>
	Fax	<u>(559) 737-4692</u>
	Email	<u>Tlutz@tularehhsa.org</u>
Districts	List the all <i>numbers</i> that your organization is under.	
		Number
	Assembly	<u>23 & 26</u>
	Senate	<u>16 & 18</u>
	Congressional	<u>21, 22, & 23</u>

Local Health Department (LHD)

Agency Capacity & Assurances

Agency Capability: Abilities & Assurances

1. By checking the boxes, I am confirming the Agency's ability and willingness to engage in the below listed business practices throughout the duration of the contract/grant:

- ☒ Assume fiscal responsibility for nutrition education activities to insure all activities are reasonable and necessary to accomplish objectives and goals. This includes making records available for USDA review and audit as well as repayment of unallowable costs, if applicable.
- ☒ Target SNAP-Ed population and document income criteria of service recipients as per USDA Guidance.
- ☒ Track and report basic audience demographic information.
- ☒ Invoice for actual costs and maintain fiscal records for review and audit.
- ☒ Program activities are conducted in compliance with all applicable Federal laws, rules, regulations including Civil Rights and OMB circulars governing cost issues.
- ☒ Program activities do not supplant existing nutrition education programs, where operating in conjunction with existing programs, enhance and supplement them.
- ☒ Enter into subcontract agreements, as necessary, to ensure service delivery and scope of work completion. Utilize competitive bid procedures for subcontracts when required.
- ☒ Provide appropriate guidance and oversight to subcontractors to maximize programmatic impact and insure compliance with SNAP-Ed Guidance.
- ☒ Travel freely and unrestricted throughout the LHD jurisdiction, within the region, to State trainings, conferences and required meetings.
- ☒ Work cooperatively and in partnership with the *Network* on regional and statewide initiatives and other issues of emerging importance.
- ☒ Maintain appropriate and distinct documentation and records for activities supported by multiple funding streams.
- ☒ Comply with USDA Supplemental Nutrition Assistance Program (SNAP) Nutrition Education and Obesity Prevention (NEOP) Program regulations, NEOP Guidance or other issued guidelines, policies and assurances, and adapt any programmatic activities and practices accordingly.
- ☒ Insure that all materials developed or printed with SNAP-Ed funds include the appropriate USDA non-discrimination statement, credit to SNAP as a funding source, and a brief message about how CalFresh can help provide a healthy diet and how to apply for benefits as noted in the *Network* Branding Guidelines.
- ☒ Insure messages of nutrition education and obesity prevention are consistent with the Dietary Guidelines for Americans and stress the importance of variety, balance, and moderation.

Cathy Velazquez
Contract Signatory signature

5-6-13
Date

Cathy Velazquez
Print Full Name

For any exceptions to #1, describe the exception(s) to the abilities and assurances, and detail plans to address them to ensure the spirit and expectations of the Scope of Work are fulfilled.

Tulare County Health and Human Services Agency
LOCAL PROJECT SYNOPSIS

1. DESCRIPTION OF PROJECTS/INTERVENTIONS FOR EACH PROJECT THE FOLLOWING INFORMATION SHOULD BE PROVIDED:

Project Title: Tulare County Health and Human Services Agency
Grant Number: .
Program Area: Local Health Department

a. **Related State Objectives.**
See State-level objectives

b. **Target Audience.**

Gender: Male 35%

Female 65%

Ethnicity:

<input checked="" type="checkbox"/> African American	<u>2%</u>	<input checked="" type="checkbox"/> Latino	<u>57%</u>
<input checked="" type="checkbox"/> Asian	<u>2%</u>	<input checked="" type="checkbox"/> Native American	<u>1%</u>
<input checked="" type="checkbox"/> Caucasian	<u>36%</u>	<input checked="" type="checkbox"/> Pacific Islander	<u>0%</u>
<input checked="" type="checkbox"/> Other (specify) <u>Two or more Races</u> : <u>2%</u>			

Languages:

<input checked="" type="checkbox"/> English	<u>60%</u>	<input type="checkbox"/> Korean	<u>0%</u>
<input checked="" type="checkbox"/> Spanish	<u>40%</u>	<input type="checkbox"/> Lao	<u>0%</u>
<input type="checkbox"/> Arabic	<u>0%</u>	<input type="checkbox"/> Mandarin	<u>0%</u>
<input type="checkbox"/> Armenian	<u>0%</u>	<input type="checkbox"/> Russian	<u>0%</u>
<input type="checkbox"/> Bosnian	<u>0%</u>	<input type="checkbox"/> Tagalog	<u>0%</u>
<input type="checkbox"/> Cantonese	<u>0%</u>	<input type="checkbox"/> Vietnamese	<u>0%</u>
<input type="checkbox"/> Farsi	<u>0%</u>	<input type="checkbox"/> Other (specify):	<u>0%</u>
<input type="checkbox"/> Hmong	<u>0%</u>	<input type="checkbox"/> Other (specify):	<u>0%</u>
<input type="checkbox"/> Khmer (Cambodian)	<u>0%</u>		

Ages:

<input checked="" type="checkbox"/> Under 5 years old	<u>5%</u>	<input checked="" type="checkbox"/> 12 to 17	<u>10%</u>
<input checked="" type="checkbox"/> 5 to 8	<u>10%</u>	<input checked="" type="checkbox"/> 18 to 59	<u>55%</u>
<input checked="" type="checkbox"/> 9 to 11	<u>10%</u>	<input checked="" type="checkbox"/> 60 years old & over	<u>10%</u>

c. **Focus on SNAP-Ed Eligible.**

Income Targeting Data Source:

☒ See attached Census Tract data sheet
☒ See attached Means Tested Program data sheet
☒ See attached Free/Reduced Price Meal Percentage data sheet
☐ Other (Specify): _____ (_____ % equal to or less than 185% FPL)

Means-Tested Low Income Assistance Programs (formerly known as Location Based Proxy Sites): Unless otherwise noted in the instructions, targeting data are not required for approved

LOCAL PROJECT SYNOPSIS

mean- tested programs. Please check all that apply and indicate the percentage of your target audience(s) at these locations.

<input checked="" type="checkbox"/> CalFresh Offices	<u>20%</u>	<input type="checkbox"/> Low Income Home Energy Assistance Program	<u>0%</u>
<input type="checkbox"/> California Food Assistance Program (CFAP)	<u>0%</u>	<input type="checkbox"/> MediCal	<u>0%</u>
<input type="checkbox"/> Commodity Foods Distribution on Indian Reservation (FDPIR)	<u>0%</u>	<input checked="" type="checkbox"/> Public Housing	<u>5%</u>
<input type="checkbox"/> Comprehensive Perinatal ServiceProgram (CPSP)	<u>0%</u>	<input type="checkbox"/> Section 8 Public Housing Vouchers (LiHEAP)	<u>0%</u>
<input type="checkbox"/> Family Resource Center	<u>0%</u>	<input checked="" type="checkbox"/> Shelters/Temporary Housing	<u>5%</u>
<input checked="" type="checkbox"/> Food Banks	<u>1%</u>	<input type="checkbox"/> Soup Kitchens	<u>0%</u>
<input checked="" type="checkbox"/> Food Pantries	<u>15%</u>	<input type="checkbox"/> SSI- Supplemental Security Income	<u>0%</u>
<input checked="" type="checkbox"/> HeadStart	<u>15%</u>	<input type="checkbox"/> TANF (CalWORKS) Job Readiness	<u>0%</u>
<input type="checkbox"/> In Home Supportive Services (IHSS)	<u>0%</u>	<input type="checkbox"/> Weatherization Program	<u>0%</u>
<input type="checkbox"/> Job Corps	<u>3%</u>	<input type="checkbox"/> WIC	<u>0%</u>

d. Project Description

Key Methods:

- ☒ Advisory Council/Task Force (specify): 4
- ☒ Internet/Web Sites-website address: www.tularehhsa.org
- ☐ Print Media
- ☐ Radio
- ☐ TV
- ☒ Multi-level approaches that include environmental supports
- ☒ Nutrition Education Classes: (200 occurrences a min. of 30 minutes each)
- ☒ Community Education Events: (5 occurrences at 3 hour(s) each)
- ☒ Training/Workshop/Conference: (4 occurrences at 1.5 hour(s) each)
- ☐ Point of Purchase: (0 occurrences at 0 hour(s) each)
- ☐ Other (specify): (0 occurrences at 0 hour(s) each)

Key Educational Messages: All messages will align with the Dietary Guidelines for Americans 2010 and MyPlate. Messages will promote Enjoy your food, but eat less; Avoid oversized portions; Make half your plate fruit and vegetables; Switch to fat-free or low-fat (1%) milk; Compare sodium in foods and Drink water instead of sugary drinks.

Delivery Sites by Type of Setting

2 Adult Education & Job Training Sites

0 Adult Rehabilitation Center

5 CalFresh Offices

0 Churches

13 Community Centers

6 Elderly Service Centers

LOCAL PROJECT SYNOPSIS

<u>33</u> Emergency Food Assistance Sites (includes Food Banks (1), Food Pantries (32), and Soup Kitchens)	<u>2</u> Public/Community Health Centers (includes Public Health Departments)
<u>0</u> Extension Offices	<u>1</u> Public Housing
<u>4</u> Farmers Markets	<u>0</u> Schools – students (Preschool)
<u>10</u> Food Stores	<u>81</u> Schools – students (K-12)
<u>12</u> Head Start Programs	<u>49</u> Schools – students (Afterschool Program)
<u>0</u> Individual Homes	<u>81</u> Schools - Parents
<u>0</u> Libraries	<u>6</u> Shelters/Temporary Housing
	<u>0</u> TANF Job Readiness Program
	<u>0</u> WIC Programs
<u>5</u> Other Youth Education Sites (includes Parks and Recreation)	<u>0</u> Worksites
	<u>1</u> Other (specify): <u>Tulare Fair Grounds</u>
	<u>1</u> Other (specify): <u>Porterville College</u>

Projected Unduplicate Number of Contacts: 5,100

Narrative

The health department (LHD) provides nutrition education and obesity prevention services to eligible SNAP-Ed residents in Humboldt County. The LHD will promote the 2010 Dietary Guidelines to increase consumption and access to healthy foods and drinks, decrease consumption of and access of less healthy foods and drinks, and increase opportunities and activity levels of physical activity among the SNAP-Ed eligible population.

The LHD will be responsible to: 1) conduct 2 - 5 series nutrition education classes and/or one time classes/workshops for SNAP-Ed eligible individuals in the community; 2) conduct nutrition education activities in support of local and regional healthy foods/beverage education efforts to reach SNAP-Ed eligible individuals in qualifying communities; 3) coordinate local media activities to highlight nutrition and physical activity events, campaigns or accomplishments; 4) conduct community engagement events in order to establish consensus on community priority issues directly related to the CX3 or other community assessments or reassessments in eligible neighborhoods; 5) conduct community events reaching SNAP-Ed eligible individuals or groups; 6) conduct training(s) of service providers including representatives of peer-to-peer ("Champions") of SNAP-Ed-eligible families, youth and community groups in SNAP-Ed-eligible venues/census tracts; 7) select and implement allowable evidence-based strategies from approved Network Policy, Systems and Environmental Change Matrix and 8) establish coalitions and partnerships for the purpose of addressing community-specific consensus issues/initiatives impacting SNAP-Ed population.

Tulare County Health and Human Services Agency
LOCAL PROJECT SYNOPSIS

- e. **Summary of Research.**
See Section A.

- f. **Modification of Project Methods/Strategies.**
☒ Continuing, No adaptation or change in intervention
☐ Project is new

All future modifications will be approved by the Network.

- g. **Use of Educational Materials.**

See attached Master Educational Materials list submitted in State plan Section F.

- Harvest of the Month
- USDA MyPlate messages
- Rethink Your Drink Campaign materials

- h. **Development of New Nutrition Educational Materials.**

No new nutrition educational materials will be developed with Network funds.

- i. **Key Performance Measures/Indicators. (max. 100 words)**

Tulare County Health and Human Services Agency will provide quarterly updates on the program implementation, number of attendees, pre and post surveys to determine knowledge, attitude change, and skill improvement. At the time of quarterly reports we will evaluate the venues, outreach efforts and participant survey data to understand if there is a need for additional staff training, or reevaluate outreach efforts to agency and community about the Tulare County Health and Human Services Agency nutritional intervention.

2. **EVALUATION PLANS**

All grantees participate in process evaluation per their Scope of Work activities. Grantees must participate in Impact/Outcome Evaluation. Impact/Outcome Evaluation measures the effectiveness of an intervention by assessing behavior change or the factors that directly influence behavior change primarily focusing on nutrition education and obesity prevention.

3. **COORDINATION EFFORTS (MAX. 100 WORDS)**

Tulare County Health and Human Services Agency will establish/maintain key partnerships through County Nutrition Action Plan group that meets up to six times per year. The LHD will develop/update a CNAP to 1) enhance collaboration and communication among stakeholder agencies, 2) coordinate nutrition education messages, resources and campaign implementation across FNS programs, and 3) maintain, expand and share CNAP with FNS programs, local partners and external stakeholders in an effort to increase food security in the target population.

LOCAL PROJECT SYNOPSIS

Census Tract Data Sheet

All Race/Ethnicity Subgroup											
Type*	Site Name	Address	City	Zip	11 Digit Census Tract	Ethnicity **	100% FPL	125% FPL	185% FPL	ACS Data Source	Not
Adult Education/ Job Training Sites	Community Services Employment Training	12384 Ave 416	Orosi	93647	06107000201	All Races	--	40.8%	65.2%	2006 - 2010	--
Adult Education/ Job Training Sites	Community Services Employment	433 South Main Street	Pixley	93256	061070004200	All Races	--	53.6%	69.1%	2006 - 2010	--
Community Centers	Viscaya Gardens	1000 Rosemary Ave	Dinuba	93618	061070000401	All Races	--	--	52.3%	2006 - 2010	--
Community Centers	Earlmar Family Resource Center	114 North Front Street	Earlmar	93219	061070004400	All Races	--	53.7%	75.1%	2006 - 2010	--
Community Centers	Washington Plaza	170 N. Church Road	Earlmar	93219	061070004400	All Races	--	53.7%	75.1%	2006 - 2010	--
Community Centers	Goshen Village	30940 Road 72	Goshen	93291	061070000900	Hispanic	--	--	58.5%	2006 - 2010	--
Community Centers	Goshen Village II	31114 Road 72	Goshen	93291	061070000900	Hispanic	--	--	58.5%	2006 - 2010	--
Community Centers	Lindsay Healthy Start	475 East Honolulu Street	Lindsay	93247	061070002800	All Races	--	68.7%	75.5%	2006 - 2010	--
Community Centers	Cutler-Orosi Family Educational Center	40802 Road 128	Orosi	93647	061070000201	All Races	--	40.8%	65.2%	2006 - 2010	--
Community Centers	Sand Creek	41020 Road 124	Orosi	93647	061070000201	All Races	--	40.8%	65.2%	2006 - 2010	--
Community Centers	Villa De Guadalupe	12554 Avenue 408	Orosi	93647	061070000201	All Races	--	40.8%	65.2%	2006 - 2010	--
Community Centers	Nueva Sierra Vista	20939 Guerrero Ave.	Richgrove	93261	061070004300	All Races	--	--	76.7%	2006 - 2010	--
Community	Vera Cruz Village	639 Road 210	Richgrove	93261	061070004200	All Races	--	--	76.7%	2006 - 2010	--

LOCAL PROJECT SYNOPSIS

Census Tract Data Sheet

Type*	Site Name	Address	City	Zip	11 Digit Census Tract	Ethnicity **	100% FPL	125% FPL	185% FPL	ACS Data Source	Not
Centers											
Community Centers	Parenting Network	1900 Dinuba Boulevard	Visalia	93277	06107001004	All Races	--	40.6%	69.7%	2006 - 2010	--
Community Centers	Woodlake Family Resource Center	168 Valencia Street	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Elderly Service Centers	Cutler-Orosi Senior Center	12691 Avenue 408	Cutler	93615	06107000600	All Races	--	55.4%	71.5%	2006 - 2010	--
Elderly Service Centers	Earlimart Senior Center	712 E. Washington	Earlimart	93219	06107004400	All Races	--	53.7%	75.1%	2006 - 2010	--
Elderly Service Centers	Lindsay Senior Center	911 N. Parkside	Lindsay	93247	06107002601	All Races	--	53.7%	67.9%	2006 - 2010	--
Elderly Service Centers	Porterville Senior Center	466 E. Putnam	Porterville	93257	06107003901	All Races	--	48.3%	62.2%	2006 - 2010	--
Elderly Service Centers	Tulare Senior Center	201 N F. Street	Tulare	93274	06107002202	All Races	--	48.7%	67.7%	2006 - 2010	--
Elderly Service Centers	Woodlake Senior Center	179 N. Magnolia	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Farmers Market	Dinuba Farmers Market	L & Tulare Streets	Dinuba	93618	06107000501	All Races	--	54.3%	63.3%	2006 - 2010	--
Farmers Market	Tesch Farmstead	NE Corner State and Washington	Earlimart	93219	06107004400	All Races	--	53.7%	75.1%	2006 - 2010	--
Farmers Market	Farmersville Farmers Market	147 E. Front Street,	Farmersville	93223	06107001601	All Races	--	40.6%	60.1%	2006 - 2010	--
Farmers Market	Woodlake Farmers Market	Magnolia & Antelope Streets	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Food Store	La Guadalupeana Meat Market	23701 Ave. 95	Terra Bella	93270	06107004500	All Races	--	40.4%	60.7%	2006 - 2010	--

LOCAL PROJECT SYNOPSIS

Census Tract Data Sheet

All Race/Ethnicity Subgroup											
Type*	Site Name	Address	City	Zip	11 Digit Census Tract	Ethnicity **	100% FPL	125% FPL	185% FPL	ACS Data Source	Note
Food Store	Lindo Michoacan	23675 Ave. 95	Terra Bella	93270	061070004500	All Races	--	40.4%	60.7%	2006 - 2010	--
Food Store	Terra Bella Foods	9190 Road 236	Terra Bella	93270	061070004500	All Races	--	40.4%	60.7%	2006 - 2010	--
Food Store	Traver Market & Gas	3892 Merrit Drive	Traver	93673	06107000302	All Races	--	40.5%	55.8%	2006 - 2010	--
Food Store	Tri-M's Market	3920 Merrit Drive	Traver	93673	06107000302	All Races	--	40.5%	55.8%	2006 - 2010	--
Food Store	Choice Foods	250 E. Antelope	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Food Store	General Food Store	211 N. Valencia Blvd	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Food Store	La Super Carniceria	126 N. Valencia Blvd.	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Food Store	Las Espuelas	133 N. Valencia Blvd	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Food Store	Woodlake Drive Inn	222 N. Valencia Blvd	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Other Youth Education Site	Dinuba City Parks and Recreation	1390 E Elizabeth Way	Dinuba	93618	06107000501	All Races	--	54.3%	63.3%	2006 - 2010	--
Other Youth Education Site	Boys & Girls Club of Exeter	360 E Pine St	Exeter	93221	06107001502	Hispanic	--	44.7%	62.4%	2006 - 2010	--
Other Youth Education Site	Boys & Girls Club of Porterville	344 E Morton Ave	Porterville	93257	06107003802	All Races	--	58.2%	71.2%	2006 - 2010	--
Other Youth Education Site	Porterville Youth Center	256 E. Orange Avenue	Porterville	93257	06107004101	All Races	--	44.8%	68.3%	2006 - 2010	--

LOCAL PROJECT SYNOPSIS

Census Tract Data Sheet

Type*	Site Name	Address	City	Zip	11 Digit Census Tract	Ethnicity **	100% FPL	125% FPL	185% FPL	ACS Data Source	Not
Other Youth Education Site	Woodlake YMCA	179 N. Magnolia Street	Woodlake	93286	06107000702	All Races	--	38.1%	70.6%	2006 - 2010	--
Porterville College	Porterville College	100 East College Avenue	Porterville	93257	06107004102	All Races	--	43.7%	68.9%	2006 - 2010	--
Public/Community Health Centers	Farmersville Health Care Center	660 East Visalia Road.	Farmersville	93223	06107001601	All Races	--	40.6%	60.1%	2006 - 2010	--
Public/Community Health Centers	Visalia Health Care Center	2611 N. Dinuba Street	Visalia	93291	06107001004	All Races	--	40.6%	69.7%	2006 - 2010	--
Tulare Fair Grounds	Tulare Fair Grounds	215 Martin Luther King Jr. Avenue	Tulare	93274	06107002901	All Races	--	50.0%	70.5%	2006 - 2010	--

* Refer to list from Delivery Sites by Type of Setting section on page 3.

** All Races-AR, American Indian or Alaska Native-AI, Asian-AS, Black/African American-B, Native Hawaiian or Other Pacific Islander-NH, Hispanic/Latino-H, White-W, Other Races-OR.

LOCAL PROJECT SYNOPSIS

Means-Tested Program Data Sheet

Type *	Site Name	Address	City	Zip	11-Digit Census Tract
Cal Fresh	Dinuba District Office	1066 North Alta Avenue	Dinuba	93618	06107000402
Cal Fresh	Lindsay District Office	900 North Sequoia	Lindsay	93247	06107002602
CalFresh	Porterville District Office	1055 West Henderson Ste. 1	Porterville	93257	06107003602
CalFresh	Tulare District Office	458 East O'Neal	Tulare	93274	06107002901
Food Bank	Visalia District Office	1845 North Dinuba Boulevard	Visalia	93291	06107001004
Food Pantry	Foodlink	7427 W Sunnyview Avenue	Visalia	93291	06107001003
Food Pantry	Opengate Ministries/Cutler	45779 Road 128	Cutler	93615	06107000201
Food Pantry	Cristo La Vida Verdadera	1451 South O Street	Dinuba	93618	06107000501
Food Pantry	Opengate Ministries	511 North K	Dinuba	93618	06107000501
Food Pantry	Campecinas Unidas	23761 Avenue 56	Ducor	93218	06107004500
Food Pantry	Community Food Pantry	712 E Washington	Earlimart	93219	06107004400
Food Pantry	Exeter Food Closet	200 South E Street	Exeter	93221	06107001502
Food Pantry	Bethel Spanish Assembly	1177 N Ventura	Farmersville	93223	06107001601
Food Pantry	Farmersville Community Center	200 E. Stevens	Farmersville	93223	06107001601
Food Pantry	Goshen Church of God	6416 Avenue 308	Goshen	93227	06107000900
Food Pantry	Ivanhoe Presbyterian	15900 Avenue 332	Ivanhoe	93235	06107000800
Food Pantry	First Presbyterian	32937 Sierra Drive	Lemon Cove	93244	06107001400
Food Pantry	LSCC	189 North Elmwood	Lindsay	93247	06107002601
Food Pantry	London Food Pantry	5750 Avenue 378	London	93618	06107000302
Food Pantry	Opengate Ministries/Orosi	41666 Rd 128	Orosi	93647	06107000201
Food Pantry	Pixley Food Pantry	718 North Park	Pixley	93256	06107004200
Food Pantry	Helping Hands Soup Kitchen	88 E Putman	Porterville	93257	06107003801
Food Pantry	J.C Junction Food Pantry	1163 Linda Vista	Porterville	93257	06107003801
Food Pantry	Porterville Rescue Mission	1282 Springville Drive	Porterville	93257	06107003901
Food Pantry	St Ann's	271 S Wallace	Porterville	93257	06107003901

LOCAL PROJECT SYNOPSIS

Means-Tested Program Data Sheet

Type *	Site Name	Address	City	Zip	11 Digit Census Tract
Food Pantry	Terra Bella Nazarene Church	23414 Ave 95	Terra Bella	93270	6107004500
Food Pantry	Teviston Betterment Association	12934 Avenue 80	Teviston	93256	06107004101
Food Pantry	Three Rivers Bread Basket	43313 North Fork Dr	Three Rivers	93271	06107000100
Food Pantry	Casa de Adoracion	575 N Thompson	Tipton	93272	06107003200
Food Pantry	Abundant Life Center	2201 East Bardsley	Tulare	93274	06107002400
Food Pantry	Tulare Community Food Pantry	2516 North M Street	Tulare	93274	06107002303
Food Pantry	Tulare Emergency Center	424 North N Street	Tulare	93274	06107002304
Food Pantry	Crossroads Community Church	650 S Bridge #D	Visalia	93277	06107001200
Food Pantry	Good News Center	1724 North Dinuba Blvd	Visalia	93291	06107001004
Food Pantry	Salvation Army	1501 W Main	Visalia	93291	06107001200
Food Pantry	Visalia Emergency Aid	217 NE Third	Visalia	93291	06107001100
Food Pantry	Woodlake Food Pantry	199 W Antelope	Woodlake	93286	06107000702
Food Pantry	The Titus Ministry	Hwy 63 & Rd 156	Yettam	93670	06107000512
Head Start Programs	Cutler Child Development Center	12890 School Ave	Cutler	93615	06107000600
Head Start Programs	Snowden Child Development Center	281 S. Farmersville Blvd.	Farmersville	93223	06107001601
Head Start Programs	Fairview Village Child Development Center	15916 Avenue 332	Ivanhoe	93235	06107000800
Head Start Programs	Washington Child Development Center	451 E. Samoa	Lindsay	93247	06107002601
Head Start Programs	London Child Development Center	5772 Avenue 378, Box 9	London	93618	06107000302
Head Start Programs	Orosi Child Development Center	12849 Avenue 415	Orosi	93647	06107000201
Head Start Programs	Porterville Child Development Center	254 W. Orange	Porterville	93258	061070004101
Head Start Programs	Terra Bella Child Development Center	9364 Road 238	Terra Bella	93270	06107004500
Head Start Programs	Traver Child Development Center	3957 Kitchner	Traver	93673	06107000302
Head Start Programs	Linnell Child Development Center	1436-4 N. Mariposa Rd	Visalia	93292	06107001602
Head Start Programs	Senaída Garcia Child Development &	528 S. Chinowth St.	Visalia	93277	06107002008

LOCAL PROJECT SYNOPSIS

Means-Tested Program Data Sheet

Type *	Site Name	Address	City	Zip	II Digi Census Tract
	Training Center				
Head Start Programs	Woodlake Child Development Center	32785 Road 212	Woodlake	93286	06107000702
Public Housing	Linnell Farm Labor Center	1436 N Mariposa Ave # 3	Visalia	93292	06107001602
Shelters/Temporary Housing	Transitional Age Youth - Porterville	554 W. Morton Ave	Porterville	93257	06107003901
Shelters/Temporary Housing	Grace Homes	1100 Sumter Court	Visalia	93292	06107001302
Shelters/Temporary Housing	Mothering Heights	705 South Court Street	Visalia	93277	06107001701
Shelters/Temporary Housing	Pine Recovery Center	120 West School Street	Visalia	93291	06107001200
Shelters/Temporary Housing	Transitional Age Youth - Visalia	812 & 814 South Watson Street	Visalia	93277	06107001701
Shelters/Temporary Housing	Turning Point Youth	220 North Locust Street	Visalia	93291	06107001200

*Refer to the list of Means-Tested Programs on page 2.

LOCAL PROJECT SYNOPSIS

Free/Reduced Price Meal Percentage Data Sheet

<i>School Name</i>	<i>District Name</i>	<i>14-Digit GDS Code</i>	<i>Free Meal %</i>	<i>Reduced Meal %</i>	<i>Free and Reduced Meal %</i>
Alta Vista Elementary (S,A,P)	Alta Vista Elementary	54718116053854	100.00%	0.00%	100.00%
Cutler Elementary (S,A,P)	Cutler-Orosi Joint Unified	54718606053904	100.00%	0.00%	100.00%
Cutler-Orosi Community Day (S,P)	Cutler-Orosi Joint Unified	54718605430244	100.00%	0.00%	100.00%
El Monte Middle (S,A,P)	Cutler-Orosi Joint Unified	54718606118111	100.00%	0.00%	100.00%
Esperanza High (S,P)	Cutler-Orosi Joint Unified	54718605430095	100.00%	0.00%	100.00%
Golden Valley Elementary (S,A,P)	Cutler-Orosi Joint Unified	54718606112684	100.00%	0.00%	100.00%
Lovell High (S,P)	Cutler-Orosi Joint Unified	54718605430806	100.00%	0.00%	100.00%
Orosi High (S,P)	Cutler-Orosi Joint Unified	54718605433230	100.00%	0.00%	100.00%
Palm Elementary (S,A,P)	Cutler-Orosi Joint Unified	54718606053938	100.00%	0.00%	100.00%
Sierra Elementary (S,P)	Cutler-Orosi Joint Unified	54718606094577	100.00%	0.00%	100.00%
Yettam Continuation High (S,P)	Cutler-Orosi Joint Unified	54718605430103	100.00%	0.00%	100.00%
Dinuba High (S,A,P)	Dinuba Unified	54755315431184	64.07%	0.00%	64.07%
Grand View Elementary (S,A,P)	Dinuba Unified	54755316053961	71.65%	0.00%	71.65%
Jefferson Elementary (S,A,P)	Dinuba Unified	54755316053979	95.74%	0.00%	95.74%
John F. Kennedy Academy (S,A,P)	Dinuba Unified	54755310102707	84.47%	0.00%	84.47%
Lincoln Elementary (S,A,P)	Dinuba Unified	54755316053987	63.50%	0.00%	63.50%
Roosevelt Elementary (S,A,P)	Dinuba Unified	54755316107650	61.85%	0.00%	61.85%
Sierra Vista High (Continuation) (S,A,P)	Dinuba Unified	54755315431119	100.00%	0.00%	100.00%
Washington Intermediate (S,A,P)	Dinuba Unified	54755316053995	74.39%	0.00%	74.39%
Wilson Elementary (S,A,P)	Dinuba Unified	54755316054001	89.73%	0.00%	89.73%
Bartlett Middle (S,P)	Porterville Unified	54755236054225	86.97%	6.93%	93.91%
Bellevue Elementary (S,P)	Porterville Unified	54755236054233	68.34%	14.81%	83.14%
Citrus High (S,P)	Porterville Unified	54755235430624	95.57%	3.94%	99.51%
Granite Hills High (S,P)	Porterville Unified	54755235430251	81.22%	6.43%	87.65%
John J. Doyle Elementary (S,P)	Porterville Unified	54755236054241	95.05%	4.67%	99.73%
Los Robles Elementary (S,P)	Porterville Unified	54755236107379	87.59%	9.20%	96.78%
Monache High (S,P)	Porterville Unified	54755235432786	49.92%	5.76%	55.68%
Monte Vista Elementary (S,P)	Porterville Unified	54755236114193	82.43%	9.27%	91.70%

LOCAL PROJECT SYNOPSIS

Free/Reduced Price Meal Percentage Data Sheet

School Name*	District Name	14 Digit CDS Code	Free Meal %	Reduced Meal %	Free and Reduced Meal %
Olive Street Elementary (S,P)	Porterville Unified	54755236054258	96.19%	3.40%	99.59%
Pioneer Middle (S,P)	Porterville Unified	54755236054266	91.86%	5.64%	97.49%
Porterville High (S,P)	Porterville Unified	54755235434113	80.40%	5.53%	85.93%
Roche Elementary (S,P)	Porterville Unified	54755236054274	91.53%	2.65%	94.18%
Santa Fe Elementary (S,P)	Porterville Unified	54755230102574	83.10%	7.94%	91.04%
Sequoia Middle (S,P)	Porterville Unified	54755230110692	64.13%	8.88%	73.01%
Strathmore High (S,P)	Porterville Unified	54755235434931	87.90%	3.75%	91.64%
Vandalia Elementary (S,P)	Porterville Unified	54755236054282	91.61%	7.29%	98.90%
Vine Street Community Day (S,P)	Porterville Unified	54755235430228	100.00%	0.00%	100.00%
West Putnam Elementary (S,P)	Porterville Unified	54755236054290	94.48%	3.31%	97.79%
Westfield Elementary (S,P)	Porterville Unified	54755236054308	69.77%	7.72%	77.49%
Carl F. Middle School (S,A,P)	Terra Bella Union School District	54721996112510	88.73%	5.63%	94.36%
Terra Bella Elementary (S,A,P)	Terra Bella Union School District	54721996054415	88.74%	5.78%	94.53%
Traver Joint Middle School (S,A,P)	Traver Joint Elementary	54722236054449	77.72%	18.13%	95.85%
La Sierra High (S,P)	Tulare County Office of Education	54105465430327	61.88%	11.05%	72.93%
Special Education (S,P)	Tulare County Office of Education	54105466069439	60.33%	0.00%	60.33%
Tulare County Community (S,P)	Tulare County Office of Education	54105465430343	97.04%	2.96%	100.00%
Tulare County Court (A)	Tulare County Office of Education	54105465430061	100.00%	0.00%	100.00%
Annie R. Mitchell (S,A,P)	Visalia Unified	54722566054704	58.22%	12.07%	70.29%
Charter Alternatives Academy (S,P)	Visalia Unified	54722565430269	69.11%	7.32%	76.42%
Conyer Elementary (S,A,P)	Visalia Unified	54722566054530	67.79%	8.33%	76.13%
Crestwood Elementary (S,A,P)	Visalia Unified	54722566054688	60.99%	11.77%	72.77%
Crowley Elementary (S,A,P)	Visalia Unified	54722566054548	82.02%	11.88%	93.90%
Divisadero Middle (S,A,P)	Visalia Unified	54722566054555	57.05%	8.76%	65.81%
Elbow Creek Elementary (S,A,P)	Visalia Unified	54722566054563	58.47%	8.06%	66.53%
Fairview Elementary (S,A,P)	Visalia Unified	54722566054589	72.51%	13.66%	86.17%
Four Creeks Elementary (S,P)	Visalia Unified	54722560105783	72.34%	12.81%	85.15%

LOCAL PROJECT SYNOPSIS

Free/Reduced Price Meal Percentage Data Sheet

<i>School Name</i>	<i>District Name</i>	<i>14-Digit CDS Code</i>	<i>Free Meal %</i>	<i>Reduced Meal %</i>	<i>Free and Reduced Meal %</i>
Golden Oak Elementary (S,A,P)	Visalia Unified	54722566106249	57.38%	13.11%	70.49%
Goshen Elementary (S,A,P)	Visalia Unified	54722566054597	82.91%	10.85%	93.77%
Goshen Elementary (S,A,P)	Visalia Unified	54722566054597	82.92%	10.85%	93.77%
Green Acres Middle (S,A,P)	Visalia Unified	54722566054605	50.51%	7.17%	57.67%
Highland Elementary (S,A,P)	Visalia Unified	54722566054613	71.22%	5.79%	77.01%
Houston Elementary (S,A,P)	Visalia Unified	54722566054621	92.69%	5.48%	98.17%
Ivanhoe Elementary (S,A,P)	Visalia Unified	54722566054639	75.19%	13.33%	88.52%
La Joya Middle (S,A,P)	Visalia Unified	54722566112049	50.26%	8.62%	58.88%
Manuel F. Hernandez (S,P)	Visalia Unified	54722560116517	52.09%	9.77%	61.86%
Mineral King Elementary (S,A,P)	Visalia Unified	54722566054647	54.08%	13.14%	67.22%
Mountain View Elementary (S,A,P)	Visalia Unified	54722566054654	48.71%	8.36%	57.07%
Pinkham Elementary (S,A,P)	Visalia Unified	54722566107536	56.26%	8.94%	65.20%
River Bend (S,P)	Visalia Unified	54722565430012	68.09%	8.51%	76.60%
Royal Oaks Elementary (S,A,P)	Visalia Unified	54722566054670	49.43%	8.08%	57.51%
Sequoia High (S,A,P)	Visalia Unified	54722565435839	67.90%	6.82%	74.72%
Valley Oak Middle (S,A,P)	Visalia Unified	54722566092373	57.96%	10.87%	68.83%
Veva Blunt Elementary (S,A,P)	Visalia Unified	54722566054712	66.94%	10.25%	77.19%
Visalia Technical Education Center (S,P)	Visalia Unified	54722560120659	57.69%	11.54%	69.23%
Washington Elementary (S,A,P)	Visalia Unified	54722566054720	79.69%	6.15%	85.85%
Willow Glen Elementary (S,A,P)	Visalia Unified	54722566054746	60.72%	7.53%	68.25%
Woodlake High (S,A,P)	Woodlake High	54722805436282	69.98%	9.04%	79.03%
Castle Rock Elementary (S,A,P)	Woodlake Union Elementary	54722726108286	79.96%	6.01%	85.97%
Francis J. White Learning Center (S,A,P)	Woodlake Union Elementary	54722726094569	81.96%	5.00%	86.96%
Woodlake Valley Middle (S,A,P)	Woodlake Union Elementary	54722726054761	78.05%	6.10%	84.15%
Bravo Lake High (S,A,P)	Woodlake Union High	54722805436258	84.21%	7.89%	92.11%
Woodlake Community Day (S,A,P)	Woodlake Union High	54722805430285	100.00%	0.00%	100.00%
Woodlake High (S,A,P)	Woodlake Union High	54722805436282	69.99%	9.04%	79.03%

Tulare County Health and Human Services Agency

LOCAL PROJECT SYNOPSIS

*After each school name indicate all that apply with the following abbreviations: K-12 School (S), Preschool (PS), After School (A) & Parents (P)

Budget Coversheet

Prime Grantee Name:

Grant Number:

Tulare County Health & Human Services Agency

Budget Categories	FFY 13 Total	FFY 14 Total	Difference	% Difference
1 Salaries	\$233,937.00	\$274,296.80	\$40,359.80	14.71%
2 Benefits	\$84,217.00	\$94,986.83	\$10,769.83	11.34%
3 Operating	\$4,934.00	\$12,299.50	\$7,365.50	59.88%
4 Equipment	\$1,350.00	\$9,694.00	\$8,344.00	86.07%
5 Travel & Per Diem	\$15,737.00	\$37,433.15	\$21,696.15	57.96%
6 Subcontractors	\$80,000.00	\$650,000.00	\$570,000.00	87.69%
7 Other Costs	\$23,097.00	\$173,055.00	\$149,958.00	86.65%
8 Indirect Costs	\$63,631.00	\$73,856.73	\$10,225.73	13.85%
Totals:	\$506,903.00	\$1,325,622.00	\$818,719.00	418.16%

Budget Categories	Reason for difference greater than 5%
1 Salaries	Added Contract Manager, Research Specialist, and Admin Assistant
2 Benefits	Added Contract Manager, Research Specialist, and Admin Assistant
3 Operating	Additional staff requires additional office supplies. Also, added ink for photo copier (pro
4 Equipment	Computer, printer, scanner and monitors for Admin Assistant; Scanner for Health Educator;
5 Travel & Per Diem	Increased number of participants requires increased travel expenses in order to accomplish
6 Subcontractors	49% of funding to Community Partners
7 Other Costs	Purchase local media buys such as ads on bus shelters, billboards, and radio ads for
8 Indirect Costs	Indirect at 20% of Salaries and Benefits for the additional staff

Prime Grantee Name:
Grant Number:

Tulare County Health & Human Services Agency

[illegible]

[illegible]

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

Prime Grantee Name:
Grant Number:

Tulare County Health & Human Services Agency

Operating Expenses

[illegible]

Equipment Expenses

[illegible]

Travel and Per Diem

Travel/Position Title	Location	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Reg. Fee	Other	Total
Network Sponsored Meetings,	Sacramento	5	5.1	2	1	\$40.00	\$100.00	\$0.00	880.00	\$0.00	\$15.70	\$7,476.35
California Conference of Local	Sacramento	1	5	2	1	\$40.00	\$100.00	\$0.00	880.00	\$400.00	\$80.00	\$3,797.20
Network Statewide Collaborative	Sacramento	2	5.1	3	2	\$40.00	\$100.00	\$0.00	880.00	\$0.00	\$60.00	\$4,870.40
Local Community Activities,	Tulare County	175	5.1	1	0	\$0.00	\$0.00	\$0.00	60.00	\$0.00	\$0.00	\$5,932.50
Regional Network Meetings /	Regional	12	5	1	0	\$0.00	\$0.00	\$0.00	110.00	\$0.00	\$0.00	\$745.80

Prime Budget Justification

Regional Network Trainings /	Regional	6	5	1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Five Class Nutrition Education	Tulare County	300	5	1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$372.90
Single Class Nutrition Education	Tulare County	120	5	1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,170.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,068.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Travel and Per Diem:											\$0.00	\$37,433.15

Sub Grant(s)

Sub Grant(s)

Name	Description/Justification	Total
A TBD	Subcontractor to accomplish Objective 4 CX ³ & Objective 5 Community Engagement	\$40,000.00
B TBD	Subcontractor to accomplish Objective 10 Peer to Peer Education	\$100,000.00
C TBD	Subcontractor to accomplish Objective 12 School/Afterschool	\$390,000.00
D TBD	Subcontractor to accomplish Objective 13 Youth Engagement	\$40,000.00
E TBD	Subcontractor to accomplish Objective 16 Children and Childcare Centers	\$80,000.00
F		
G		
H		
I		
Total Sub Grant(s) :		\$650,000.00

Other Costs

Budget Item	Description/Justification	Unit Cost	Quantity	Misc.	Total
Printing/Copying	In house printing/copying of USDA approved nutrition educational materials	\$0.25	10000.00	7.00	\$17,500.00
Harvest of the Month Materials	Harvest of the month purchased items such as curriculum materials,	\$6.50	974.00	1.00	\$6,331.00
Rethink Your Drink Materials and Nutrition Education & Physical Media	Rethink Your Drink purchased items such as curriculum materials, lesson	\$4.40	1500.00	1.00	\$6,600.00
	USDA approved curriculums such as Power Play, Farm to Fork, Network	\$10.00	300.00	1.00	\$3,000.00
Food Supplies	Purchase local media buys such as ads on bus shelters, billboards, and radio	\$15,000.00	6.00	1.00	\$90,000.00
Food Demonstration/Taste Murals	Food supplies and materials to conduct taste tests and food demonstrations	\$2.50	3500.00	1.00	\$8,750.00
	Supplies used in taste testing and/or food demonstrations during nutrition	\$1.50	3500.00	1.00	\$5,250.00
Purchased Items for Nutrition CDs	Cost of artist fees, paint brushes, paint rollers, outdoor/exterior paint,	\$3,000.00	3.00	1.00	\$9,000.00
	Purchased items for retail objective such as wobblers, WIC wobblers,	\$26.00	974.00	1.00	\$25,324.00
	CD sets such as Instant 10 Minute Recess, Shake It Up With Fruits and	\$13.00	100.00	1.00	\$1,300.00
Total Other Costs:					\$173,055.00
Indirect Costs					

Indirect Costs

Calculation Method			
20% of Total Salaries and Benefits			
	%	\$ of Method	Total
	20.00%	\$369,283.63	\$73,856.73
Total Indirect Costs:			\$73,856.73

Prime Budget Justification

Total Budget: \$1,325,622.00

Network for a Healthy California
Request Form for Non-Network Sponsored Travel

This form must be submitted and approved prior to expending Network funds for travel to non-Network sponsored events (in or outside California). Complete one form per event. Fax this form to your Network Program or Contract Manager for approval. Please allow up to 4 weeks to process this request.

Submission Checklist

- ☒ Parts I, II and III completed below
☐ Agenda attached with detailed session descriptions(s)
☒ Funds are available in the Travel and Per Diem line item of your approved budget to cover these expenses.
 (If not, a Budget Adjustment Request (BAR) may be needed prior to approval.)
☐ If out-of-state and/or national event, then USDA approval obtained prior to submitting this form.
 (Date approved: _____)

Part I. Contact Information

Agency Name: Tulare County Health & Human Services Agency Contract #: _____
 Contact Name: Christina Santana Phone #: (559) 624-8487 Email: csantan@tularehhsa.org

Part II. Event Information

Conference/Meeting/Training/Event Title: California Conference of Local Health Department Nutritionists
 Date(s) of conference and/or Travel: TBD Location: TBD

Attending as a: ☒ Participant ☐ Presenter ☐ Other (specify) _____
 Conference website if available http://cclhdn.org

Please justify how the event supports/benefits Supplemental Nutrition Assistance Program – Education (SNAP-Ed) eligible participants and relates to your Scope of Work (SOW) (include Objective and Activity number): CCLHDN is an association of professional nutritionists who manage countywide nutrition and health programs, and advise health officers on nutrition and physical activity issues in California's 61 jurisdictions.

Part III. Projected Travel Costs (Proration)

Per USDA guidelines, all costs for non-Network sponsored events must be prorated to the 1) nutrition education content (NE) of the agenda for low-income audiences; and 2) full-time equivalent (FTE) of attendee. Please use the worksheet below to project reimbursement costs. See attached sample worksheets.

Proration Worksheet

	Name and Position Title of Attendee Traveling (title must be listed on budget and SOW)	Attendee A	Attendee B	Attendee C
		Lourdes Acosta / Dietician		
A.	Total projected costs (non-prorated) (include registration fees, mileage, hotel, parking, tolls, per diem, airfare, etc.)	\$868.60		
B.	Estimated percentage of agenda applicable to NE	50%		
C.	First Proration (multiply row A x row B)	\$434.30		
D.	Full-time equivalent (FTE) of attendee	1.0		
E.	Second Proration (multiply row C x row D)	\$434.30		
F.	Total Projected Cost for Reimbursement (sum of amounts in Row E)	\$434.30	Note: These are projected costs only. Invoice must be based on actual costs and supported by receipts.	

☐ Approved ☐ Approved with the following changes: _____ ☐ Denied for the following reasons: _____
 Program Manager initials _____ Date _____
 Contract Manager initials _____ Date _____

INSTRUCTIONS FOR REQUIRED TRAINING WORKSHEETS

A. LHD FFY 2014 Training-Based Travel

B. Proposed LHD Webinar Topics for FFY 2014

These two worksheets have been included with the Funding Application Packet (FAP) to help identify training related travel expenses and identify training needs and preferences for FFY 2014. Please follow these steps to complete the worksheets.

Both worksheets are required to be submitted with your FAP.

Please contact Annette DiPirro at annette.dipirro@cdph.ca.gov with your questions.

A. The LHD FFY 2014 Training-Based Travel worksheet is designed to determine your agency's travel expenses for SNAP-Ed related training for FFY 2014. It also serves to assess your agency's level of need/interest in several proposed 'in person' training topics for LHDs in FFY 2014.

To complete this worksheet:

1. Select the "A. Training-Based Travel" tab.
2. Write the name of your agency and your position title at the top of the form.
3. Review the list of proposed training topics and meetings that will require you/your staff to travel.
4. You may add training topics that your staff needs/wants in the "Other" category to build your capacity as a SNAP-Ed Lead Agency.
5. For each topic consider and check the appropriate boxes to indicate issues of:
 - ▶ Capacity - Is this training that is **NEEDED** to fulfill your role as SNAP-Ed Lead Agency or **WANTED** but not essential.
 - ▶ Level - What level of training on the proposed topic would you like to see offered - **BASIC** or **ADVANCED**?
 - ▶ Location - If the proposed training was only offered in two locations, North and South, which would you attend?
 - ▶▶ Use a major urban location in one of these regions to estimate your airfare or mileage expenses.
6. Fill in the boxes to further estimate costs to attend this training based on # of staff, lodging, airfare, and mileage.

NOTE: Proposed expenses for all trainings (other than those listed as *Network Sponsored*) need to be prorated by FTE.
Your Program Manager or Grantee Manager can help you with this.

7. Go to the "B. Proposed Webinar Topics" tab to complete the "Proposed LHD Webinar Training Topics FFY 2014" worksheet.

B. The Proposed LHD Webinar Training Topics FFY 2014 provides a list of general webinar training topics intended for LHDs. It serves as a preliminary assessment to help the *Network* identify and plan for training in FFY2014.

To complete this worksheet:

1. Select the "B. Proposed Webinar Topics" tab.
2. Write the name of your agency and your position title at the top of the form.
3. Review the list of proposed training topics.
4. Add additional training topics your staff needs/wants training in the "Other" categories.
5. For each topic consider and check the appropriate boxes to indicate issues of:
 - ▶ Capacity - Is this training **NEEDED** to fulfill your role, **WANTED** but not essential, or **NOT WANTED**?
 - ▶ Level - What level of training on the proposed topic would you like to see offered - **BASIC** or **ADVANCED**?
7. Save the document using the name of your county as an identifier.
8. Submit an electronic or hard copy with your funding application packet.

My AGENCY

My POSITION

LHD FFY 2014 Training-Based Travel Worksheet

Based on Proposed FFY 2014 'IN PERSON' Trainings & Locations

Proposed 'In Person' TRAININGS/MEETINGS	NEED or WANT for SNAP-Ed	BASIC or ADVANCED	Preferred LOCATION	# DAYS	# STAFF	Lodging estimate	Airfare estimate	Mileage estimate
Administrative Operations								
Fiscal and Administrative Orientation	<input type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input type="checkbox"/> Advanced	At LHD Site	1	n/a	n/a	n/a	n/a
Leadership & Partnership								
LHD Peer Exchange Mentor Program	<input type="checkbox"/> NEED <input checked="" type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Other 1	<input type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Media & Communications								
Media Spokesperson SNAP-Ed NEOP	<input checked="" type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Media Spokesperson Champions for Change	<input type="checkbox"/> NEED <input checked="" type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Media Spokesperson Rethink Your Drink	<input checked="" type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Media Spokesperson CX³	<input type="checkbox"/> NEED <input checked="" type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Community Based Initiatives								
Community Engagement Engaging Low Income Residents as Leaders	<input checked="" type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Retail & Corner Stores	<input checked="" type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Youth Engagement	<input type="checkbox"/> NEED <input checked="" type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Cultural Proficiency In Low income & Ethnic Communities	<input type="checkbox"/> NEED <input checked="" type="checkbox"/> Want	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Other	<input type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Other	<input type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA					
Research & Evaluation								
Impact and Outcome Evaluation	Network Sponsored		<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
CX³ Tier 1: On-line Mapping	<input type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
CX³ Tier 2: On the Ground Survey	<input type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	1				
Meetings & Conferences								
Network Statewide Conference * Includes 1 day for pre/post training * Consider adding for youth track attendees	Network Sponsored		Sacramento Feb 2014	2+1				
NEOP Statewide Collaborative * Includes 1 day for pre or post training	Network Sponsored		Sacramento Nov 2014	2+1				

My AGENCY

My POSITION

LHD FFY 2014 Training-Based Travel Worksheet

Based on Proposed FFY 2014 'IN PERSON' Trainings & Locations

Proposed 'In Person' TRAININGS/MEETINGS	NEED or WANT for SNAP-Ed	BASIC or ADVANCED	Preferred LOCATION	# DAYS	# STAFF	Lodging estimate	Airfare estimate	Mileage estimate
NEOP Statewide Collaborative <i>* Includes pre or post training</i>	<i>Network Sponsored</i>		Sacramento May 2014	2+1				
CCLHDN Membership Mtg. & Leadership Forum	<input type="checkbox"/> NEED <input type="checkbox"/> Want	N/A	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA	2				
FANOUT Meetings (Quarterly)	<input type="checkbox"/> NEED <input type="checkbox"/> Want	N/A	Sacramento	4				
Other	<input type="checkbox"/> NEED <input type="checkbox"/> Want	<input type="checkbox"/> Basic <input type="checkbox"/> Advanced	<input type="checkbox"/> No. CA <input type="checkbox"/> So. CA					

EXHIBIT A1

**DELIVERABLES FOR LOCAL
HEALTH DEPARTMENT GRANTS**

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
NUTRITION EDUCATION AND OBESITY PREVENTION (NEOP) BRANCH
Deliverables for Local Health Department Grants
FFY 2014-2016**

GRANT AGREEMENT NUMBER 13-20494

GOAL: Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed) participants and those eligible up to 185 percent Federal Poverty Level (FPL) are educated and receive support to consume healthy foods and beverages, reduce consumption of less healthy foods and beverages and to increase physical activity. These are the behavioral outcomes that the United States Department of Agriculture (USDA) expects and have the potential to reduce the prevalence of obesity and the onset of related chronic diseases in the SNAP-Ed population.

Objective 1: Consumption and Access to Healthy Foods - Fruit and Vegetables

Annually, as measured by statewide surveys and other surveillance systems, the percent of eligible Californian adults, teens, and children consuming fruits and vegetables will increase (measured as at least five servings of fruit and vegetables a day, two servings of fruit/day, and three servings of vegetables/day).

Objective 2: Consumption and Access to Healthy Beverages and Reduced Consumption of Unhealthy Beverages

Annually, as measured by statewide surveys and other surveillance systems, the percent of eligible Californian adults, teens, and children consuming low fat/nonfat milk and water will increase and consuming sugary beverages will decrease

Objective 3: Physical Activity and Sedentary Behavior

Annually, as measured by statewide surveys and other surveillance systems, the percent of eligible California adults, teens, and children who meet their respective age-level goals for physical activity will increase and the percent of youth who report watching two or fewer hours of television a day will increase

Objective 4 - Environmental Supports for Nutrition Education

Annually, as measured by policy/systems/environmental change reports, at least 50 percent of local health departments will report successful implementation of one (or more place-based nutrition and physical activity standard(s) or environmental support(s) to nutrition education.

DELIVERABLES/OUTCOME MEASURES: Local Health Departments (LHDs) are required to deliver SNAP-Ed services that use nutrition education, health promotion, and intervention strategies; comprehensive, multi-level interventions at multiple complementary organizational and institutional levels; and community and public health approaches to improve nutrition. To insure that the California Department of Public Health (CDPH) meets its statewide SNAP-Ed objectives, the Local Health Department (LHD) are responsible for meeting USDA assurances and the following checked

deliverables. Deliverables not met will result in a corrective action plan and/or denial or reduction in future SNAP-Ed funding.

Local Health Department Deliverables

Deliverable 1	Three-year nutrition education plan, updated annually, describing evidence-based nutrition education and obesity prevention and evaluation strategies to improve the health of the SNAP-Ed eligible population based on the Social Ecological Model (SEM), and an assessment using ethnicity, obesity, chronic disease and related data for the jurisdiction to be updated annually.	<input checked="" type="checkbox"/>
Deliverable 2	<p>Compile data for and report quarterly on educational activities, completing all relevant components on the Activity Tracking Form (ATF):</p> <ul style="list-style-type: none"> A) The number, SNAP status, age, gender, race/ ethnicity of SNAP-Ed eligible individuals receiving what type of evidence-based direct nutrition education and in what setting. (Note: When this information is not available, report as indirect education contacts as in B) or C) below.) B) The number of evidence-based nutrition education and health promotion messages to address SNAP-Ed goals, at least half of which are "Half Your Plate: Fruits and Vegetables" and "Rethink Your Drink". C) Community public relations events and community messages promoting healthy foods and beverages and physical activity in SNAP-eligible census tracts and venues. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Deliverable 3	<p>Compile data for and report quarterly on community engagement activities, completing all relevant components on the Activity Tracking Form (ATF):</p> <ul style="list-style-type: none"> A) Training to service providers, food retailers, SNAP-Ed-eligible families or their representatives ("Champions"), youths and/or groups in SNAP-Ed-eligible venues/census tracts on SNAP-Ed strategies. B) Coalitions and partnerships established with USDA-funded and other partners to address community issues, enhance the consistency of food and nutrition messaging and reaching consensus on how best to improve access to healthy foods, beverages and physical activity in the SNAP-eligible community. 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

	C) "Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention" (CX ³) or other evidence-based community assessment, including a plan for achieving identified changes, and resulting changes produced.	<input checked="" type="checkbox"/>
	D) Any presentation to decision makers of CX ³ or other community assessment findings along with (a) proposal(s) for action and an implemented action plan(s) for achieving the identified changes developed through full or modified consensus by community members and partners.	<input checked="" type="checkbox"/>
Deliverable 4	As applicable, report on successful implementation of Policy/ Systems/ Environmental Change (PSE) processes, including reach, effectiveness (outcomes), adoption, implementation, maintenance, and challenges faced, means used to overcome them, and next steps. Include copy/description of policy change enacted, system altered and/or photographs of environmental change made to improve access to healthy foods and beverages and to improve opportunities for physical activity.	<input checked="" type="checkbox"/>
Deliverable 5	Quarterly Expense documenting all expenses incurred during the quarter with the ability to provide back-up documentation for one quarter's expenses in sufficient detail to allow CDPH to ascertain compliance with USDA grant rules for allowable expenses. Likewise, provide Quarterly Progress Reports describing in detail the program activities conducted during the quarter, and the ability to provide source documentation in sufficient detail to support the reported activities.	<input checked="" type="checkbox"/>
Deliverable 6	Evaluation of a minimum series of five nutrition education classes using practice or evidence-based lessons using the <i>Network's</i> standard pre/post-test Impact/Outcome evaluation design focused on behaviorally focused outcomes for a specified number of individuals. (Note: Required only for LHDs receiving ≥ \$350,000 in the base grant)	<input checked="" type="checkbox"/>

EXHIBIT B
BUDGET DETAIL

Budget Coversheet

Prime Grantee Name:
Grant Number:

Tulare County Health & Human Services Agency
13-20494

Position Title * Job Descriptions for each position can be found on the Job Descriptions tab.	Position Names	Description of Job Duties		FTEs charged to SNAP-Ed	Total Annual Salary	Total SNAP-Ed Salary	Benefit Rate	Benefits Total SNAP-Ed Salary x Benefit Rate	SNAP-Ed Salary, Benefits and Wages Federal Dollars only
		% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery						
3 Administrator (e.g., Director of Programs)	Christina Santana*	90.00%	10.00%	1	\$55,964.00	\$55,964.00	35.540%	\$19,889.61	\$75,853.61
13 Dietician	Lourdes Acosta	10.00%	90.00%	1	\$64,686.00	\$64,686.00	30.220%	\$19,548.11	\$84,234.11
21 Nutritionist/Nutrition Educator/Nutrition Aide	Patricia Avila	10.00%	90.00%	1	\$37,842.00	\$37,842.00	37.810%	\$14,308.06	\$52,150.06
21 Nutritionist/Nutrition Educator/Nutrition Aide	Myrna Ramos	10.00%	90.00%	1	\$37,842.00	\$37,842.00	38.810%	\$14,686.48	\$52,528.48
17 Health Educator (including Health Aide, Health Promotion Instructor, etc.)	Elizabeth Anguiano	10.00%	90.00%	1	\$37,446.00	\$37,446.00	37.460%	\$14,027.27	\$51,473.27
8 Contract Manager	Michelle Brown**	100.00%	0.00%	0.2	\$61,628.00	\$12,325.60	35.990%	\$4,435.98	\$16,761.58
30 Research Specialist	Sharon Minnick	100.00%	0.00%	0.1	\$68,480.00	\$6,848.00	29.800%	\$2,040.70	\$8,888.70
22 Office Manager/Secretary/Admin Assistant	Rosie Villanueva	100.00%	0.00%	0.5	\$33,409.00	\$16,704.50	36.039%	\$6,020.13	\$22,724.63
Totals:		430.00%	370.00%	5.8	\$397,297.00	\$269,658.10		\$94,956.35	\$364,614.45

*Project Coordinator, ** Fiscal/Accounting

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

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

Budget Coversheet

Prime Grantee Name:
Grant Number:

Tulare County Health & Human Services Agency
13-20494

Operating Expenses

Budget Item	Description/Justification	Unit Cost	Quantity	Months	Total
Office Supplies	Office supplies such as pens, pencils, postage, overnight mail, notepads, paper, ink, etc. to be used as needed for NEOP activities.				
CAN-Act Membership	California Association of Nutrition and Activity Programs Membership	\$118.35	5.80	12.00	\$8,237.16
Telephone	Land lines for 5.8 FTEs of NEOP staff	\$309.00	1.00	1.00	\$309.00
Postage	Postage	\$20.00	5.80	12.00	\$1,392.00
Photocopier Supplies	Toner for photo copier (pro-rated by 5.8 NEOP FTEs/12 Public Health Division Total FTEs = .48)	\$15.00	1.00	12.00	\$180.00
Printer Ink	Ink for Public Health Division Printer (pro-rated by 5.8 NEOP FTEs/12 Public Health Division Total FTEs = .48)	\$86.40	1.00	12.00	\$1,036.80
		\$116.64	4.00	1.00	\$466.56
Total Operating Expenses:					\$11,621.52

Equipment Expenses

Budget Item	Description/Justification	Unit Cost	Quantity	FTE	Total
Metal Folding Chairs	4 Metal Folding Chairs for community events.	\$25.00	4.00	4.00	\$100.00
6' Folding Tables	2 Six Foot Folding Tables for food demonstrations and community events.				
Scanners	2 Color Scanners for Health Educator and Admin Assistant (pro-rated).	\$87.00	2.00	2.00	\$174.00
Cameras	2 Digital Cameras for Champion Moms and Youth to tell their stories.	\$900.00	2.00	1.50	\$1,350.00
Computer	1 Desktop computer for Admin Assistant (pro-rated).	\$80.00	2.00	2.00	\$160.00
Printer	1 Color desktop printer for Admin Assistant (pro-rated).	\$1,196.16	1.00	0.50	\$598.08
Chairs	5 Desk Chairs - New office chairs for Administrator, Dietician, Nutritionists (2), and Health Educator	\$450.00	1.00	0.50	\$225.00
Filing Cabinets	2 Metal Locking Lateral Filing Cabinets for program materials.	\$500.00	5.00	5.00	\$2,500.00
Monitors	3 Computer Monitors for Administrator (1 monitor) and Admin Assistant (1 monitor pro-rated).	\$800.00	2.00	2.00	\$1,600.00
		\$200.00	1.50	1.50	\$300.00
Total Equipment Expenses:					\$7,007.08

Budget Coversheet

Travel and Per Diem

Travel/Position Title	Location	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Reg. Fee	Other	Total
Network Sponsored Meetings, Trainings and Conferences / Administrator (1.0 FTE), Dietician (1.0 FTE), Nutritionists (2 @ 1.0 FTE each), Health Educator (1.0 FTE), and/or Research Specialist (1.0 FTE). Other = Parking	Sacramento	5	5.1	2	1	\$40.00	\$100.00	\$0.00	880.00	\$0.00	\$15.69	\$7,476.10
California Conference of Local Health Department Nutritionist (CCLHDN) / Administrator (1.0 FTE), Dietician (1.0 FTE), Nutritionists (2 @ 1.0 FTE each, and Health Educator (1.0 FTE). Other = Parking	Sacramento	1	5	2	1	\$40.00	\$100.00	\$0.00	880.00	\$400.00	\$80.00	\$3,797.20
NEOP Statewide Collaborative Meetings / Administrator (1.0 FTE), Dietician (1.0 FTE), Nutritionists (2 @ 1.0 FTE each), Health Educator (1.0 FTE) and Research (.10 FTE) Specialist. Other = Parking	Sacramento	2	5.1	3	2	\$40.00	\$100.00	\$0.00	880.00	\$0.00	\$60.00	\$4,870.40
Local Community Activities, Events, Collaboratives, Meetings, and/or County Nutrition Action Plan / Administrator (1.0 FTE), Dietician (1.0 FTE), Nutritionists (2 @ 1.0 FTE each), Health Educator (1.0 FTE), and/or Research Specialist (.10 FTE)	Tulare County	208	5.1	1	0	\$0.00	\$0.00	\$0.00	60.00	\$0.00	\$0.00	\$7,051.20

Budget Coversheet

Five Class Nutrition Education Series: Administrator (1.0 FTE), Dietician (1.0 FTE), Nutritionists (2 @ 1.0 FTE each), and/or Health Educator (1.0 FTE)	Tulare County	300	5	1	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Sub Grant(s)

Name	Description/Justification	Total
A TBD	Subcontractor to accomplish Objective 4 CX3 & Objective 5 Community Engagement	\$40,000.00
B TBD	Subcontractor to accomplish Objective 10 Peer to Peer Education	\$100,000.00
C TBD	Subcontractor to accomplish Objective 12 School/After-school	\$390,000.00
D TBD	Subcontractor to accomplish Objective 13 Youth Engagement	\$40,000.00
E TBD	Subcontractor to accomplish Objective 16 Children and Childcare Centers	\$80,000.00
Total Sub Grant(s):		\$650,000.00

Other Costs

Budget Item	Description/Justification	Unit Cost	Quantity	Misc.	Total
Printing/Copying	In house printing/copying of USDA approved nutrition educational materials for objectives 2, 6-9, 11, and 15 (7 objectives). Includes flyers, agendas, meeting summaries, handouts, brochures, posters, booklets, surveys, evaluations, individual data cards, and other misc Network approved print materials.	\$0.25	10527.00	7.00	\$18,427.25

Budget Coversheet

Harvest of the Month Materials and Supplies	Harvest of the month purchased items such as curriculum materials, posters, handouts, visual aids, tear pads, tablets, community newsletters, window clings, recipe cards, wobblers, magnets, etc.	\$6.50	974.00	1.00	\$6,331.00
Rethink Your Drink Materials and Supplies	Rethink Your Drink purchased items such as curriculum materials, lesson plans, posters, pamphlets, flyers, booklets, card sets, handouts, visual aids, evaluations, surveys, etc.	\$4.40	1500.00	1.00	\$6,600.00
Nutrition Education & Physical Activity Curriculums	USDA approved curriculums such as Power Play, Farm to Fork, Network Toolkits, etc.	\$10.00	300.00	1.00	\$3,000.00
Media	Purchase local media buys such as ads on bus shelters, billboards, and radio ads for community events supporting healthy foods and beverages. Conduct community events promoting healthy foods, healthy beverages, and physical activity. Media messages to support Rethink Your Drink kick off event. Two Cal Fresh Campaigns each campaign has a Spanish and English version. Dr Oz My Plate Campaign.	\$15,000.00	6.00	1.00	\$90,000.00
Food Supplies	Food supplies and materials to conduct taste tests and food demonstrations for nutrition education classes, workshops, and events.	\$2.50	3500.00	1.00	\$8,750.00
Food Demonstration/Taste Testing Cooking Supplies	Supplies used in taste testing and/or food demonstrations during nutrition educational classes and community events including small wares, cooking utensils, table cloths, gloves, paper goods, pans, bowls, cups, measuring cups, measuring spoons, wipes, and miscellaneous food cooking / demonstration food cart equipment and supplies used to promote nutrition education including small electrical appliances.	\$1.50	3500.00	1.00	\$5,250.00
Murals	Cost of artist fees, paint brushes, paint rollers, outdoor/interior paint, primer, top-coat, tape, tarp, etc. used to create murals at 2 community locations promoting fruit and vegetables.	\$3,000.00	3.00	1.00	\$9,000.00
Purchased Items for Nutrition Education & Physical Activity	Purchased items for retail objective such as wobblers, WIC wobblers, magnets, recipe cards, static clings, posters, tool kits, booklets, fruit and vegetable costumes, stickers, book marks, Champions for Change t-shirts and sweaters for staff, Network approved books, handled paper bags, etc.	\$29.53	974.00	1.00	\$28,762.22
CDs	CD sets such as Instant 10 Minute Recess, Shake It Up With Fruits and Vegies, etc. to promote the Physical Activity component of the Nutrition Education message.	\$13.00	100.00	1.00	\$1,300.00
Indirect Costs		Total Other Costs:			\$177,415.47

Budget Coversheet

Calculation Method		%	\$ of Method	Total
20% of Total Salaries and Benefits		20.00%	\$368,804.84	\$737,609.71
			Total Indirect Costs:	\$737,609.71
			Total Budget:	\$1,325,622.00

EXHIBIT C
STANDARD GRANT CONDITIONS

EXHIBIT C
STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee 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, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the

provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.
9. **INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
10. **INDEPENDENT ACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
11. **MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
12. **NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
13. **NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
14. **PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
15. **RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).
 - Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
 - Establish separate accounts which will adequately and accurately depict all

amounts received and expended on this Project, including all grant funds received under this Grant;

- Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
- Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
- Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.

16. RELATED LITIGATION: Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, County of Sacramento, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

EXHIBIT D

FEDERAL PROVISIONS

Special 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.

The terms "Grantee" and "SubGrantee" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency that is a party to this Agreement.

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

Index of Special Terms and Conditions

1. Federal Contract 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

1. Federal Contract 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 Agreement 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 Agreement were executed after that determination was made.
- b. This agreement 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 Agreement. In addition, this Agreement 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 Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded agreements 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

(Applicable to all agreements funded in part or whole with federal funds.)

- a. By signing this Agreement, the Grantee/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 Agreement, 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**

(Applicable only to federally funded agreements.)

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Agreement 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 Agreement without liability or in its discretion to deduct from the Agreement 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 agreement and/or subcontract in excess of \$100,000 must comply with the following provisions unless said agreement 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 agreements 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 contract or agreement, subcontract, grant, or 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 contract, or grant or any extension or amendment of that contract, or 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 contract or agreement, subcontract, grant or subgrant exceeding \$100,000 at any tier under a contract or agreement, or 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

(Applicable to all contracts funded in whole or in part with funding from the federal Departments of Labor, Health and Human Services (including CDC funding), or Education.)

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."

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 Tulare Health and Human Services Agency
Name of Grantee

Pete Vander Poel
Printed Name of Person Signing for Grantee

13-20494
Contract / Grant Number

Signature of Person Signing for Grantee

Date

Chairman, Tulare County Board of Supervisors
Title

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

California Department of Public Health
Attn: Debra Thompson, Grant Manager
PO Box 997377
Sacramento, CA 95899-7413

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

Approved by OMB
0348-0046

CDPH Exhibit D(F) (5/13)

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 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

EXHIBIT E
ADDITIONAL PROVISIONS

Exhibit E
Additional Provisions

1. Additional Incorporated Documents

A. The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. These documents may be updated periodically by CDPH, as required by program directives. CDPH shall provide the Grantee with copies of said documents and any periodic updates thereto, under separate cover. CDPH will maintain on file, all documents referenced herein and any subsequent updates.

1. Network Local Projects *Network for a Healthy California* Guidelines Manual and any revisions thereto. (Revision October 2011)
<http://www.cdph.ca.gov/programs/cpns/Pages/GuidelinesManual.aspx>
2. *Network for a Healthy California* Program Letters and any revisions thereto.
<http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx>
3. United States Department of Agriculture, Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance. (Revision Date FFY 2014)
<http://snap.nal.usda.gov/snap/Guidance/FY2014SNAP-EdGuidance.pdf>
4. *Network for a Healthy California* Local Health Department Funding Application Packet FFY 2014 – Including all the requirements and Attachments contained therein
<http://www.cdph.ca.gov/programs/cpns/Pages/Network-LHDFAP2014.aspx>

2. Cancellation / Termination

- A. This agreement may be cancelled by CDPH without cause upon 30 calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this agreement immediately for cause. The Grantee may submit a written request to terminate this agreement only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this agreement or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Agreement termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses

Exhibit E
Additional Provisions |

incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this agreement.

- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this agreement, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this agreement, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
 - 3) Upon the effective date of termination of the agreement Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
 - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the agreement.

3. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

4. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.

Exhibit E
Additional Provisions |

B. Conflicts of interest include, but are not limited to:

- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
 - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

5. Dispute Resolution Process

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
 - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set

Exhibit E
Additional Provisions |

forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).

- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Program Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Program Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE**: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS**: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007; the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

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**State of California Requirements for a
Resolution of Local Government Entity**

Where one of the contracting parties is a county, city, district, or other local public body, the contract shall be accompanied by a copy of the resolution, order, motion, or ordinance of the local governing body by law having authority to enter into the proposed contract approving an authorizing execution of the agreement except in any instances where performance by the local governmental entity will be complete prior to any payment by the State.

The following definitions apply to original agreements and amendments:

"Resolution" is a formal expressing of the opinion or will of an official body or public assembly, adopted by vote. A valid resolution was passed, sets forth the roll call on the resolution, is signed and approved by the Chairman, and is attested to by the clerk of the governing body.

"Order" is a mandate, command for determination of an administrative body or agency. An order should contain a statement of what is ordered, be dated, and signed and/or approved by an administrative body.

"Motions" or "Minutes of the Meeting" used to satisfy the resolution requirement must show that the motion was passed or accepted and should have the clerk's certification that they are true excerpts.

"Ordinance" is a term used to designate the enactment's of the legislative body of a municipal corporation, which are of a general and permanent nature. If excerpts from codebooks are used, a letter of source documentation should also be submitted.