

**Attachment C
Scope of Work**

**Grant Name: Fresno County
Department of Public Health
Grant Number: 12-10160**

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 1: (Infrastructure) Annually, grantees will complete and submit all required reports and forms on or before each deadline, comply with all onsite and desk reviews, and participate in a minimum of five *Network*-sponsored community events and trainings.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Complete all mandatory documentation such as Survey Monkeys, the Semi-Annual Progress Report, Annual Progress and Final Reports, which includes progress reports, progress report narratives, labeled attachments and deliverables, and completed Education Administrative Reporting System (EARS) Activity Tracking Forms (ATF) on or before due date each grant year.		Documents completed and submitted to <i>Network</i>	10/01/2012-9/30/2016 Semi Annual reports due on April 15 each year Annual reports due on September 30 of each year
2. Comply with all requests from Grant and Program Managers including programmatic and fiscal onsite or desk reviews. Upon request, provide documentation to the <i>Network</i> and follow protocols to ensure compliant with requirements.		Documents upon request Onsite request	10/01/2012-9/30/2016
3. Comply with all requests from Grant Compliance Monitoring Unit (CCMU) Reviews bi-annually including responding to CCMU Reports and Correction Action Plans (CAPs).		Document preparation Onsite review CAP	10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. All grantees receiving funds over \$200,000 are recommended to sub-grant with local entities in FFY 2013 such as:</p> <ul style="list-style-type: none"> a. School channels b. Local city governments and c. Community-based organizations (CBOs) <p>To provide nutrition education and obesity prevention strategies to low-income population particularly reaching ethnic groups with health disparities.</p>		<p>Sub-grantee bidding documentation Sub-grantee agreement</p>	<p>10/01/2012-9/30/2013</p>
<p>5. By April 1, 2013, all grantees receiving funds over \$200,000 are required to have funding opportunities available for sub-grantees (15%-50% of total grant) such as:</p> <ul style="list-style-type: none"> a. School channels b. Local city governments and c. Community-based organizations (CBOs) 		<p>Sub-grantee bidding documentation Sub-grantee agreement</p>	<p>4/01/2013</p>
<p>6. By October 1, 2013, all sub-grantees must be in place and fully implementing nutrition education obesity prevention strategies to low-income population particularly reaching ethnic groups with health disparities.</p>		<p>Sub-grantee bidding documentation Sub-grantee agreement</p>	<p>10/1/2013</p>
<p>7. Comply with the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately documented. Must submit updated USDA Plan documents annually. Comply with the Network Guideline Manual and Program Letter updates.</p>		<p>Documents (on file)</p>	<p>10/01/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>8. Participate in ongoing local activities supporting statewide social marketing campaign. Provide nutrition education/physical activity promotion resources to local programs, including collaboration with the following existing programs:</p> <ul style="list-style-type: none"> a. University of California Cooperative Extension CalFresh Education Program b. Supplemental Nutrition Assistance Program (SNAP/CalFresh) c. SNAP-Ed funded projects d. Local social services agency and e. Organizations conducting CalFresh outreach and nutrition education and obesity prevention efforts when appropriate. 		Record of participation in activities	<p>Report Annually:</p> <p align="center">10/01/2012-9/30/2016</p>
<p>9. Annually, attend a minimum of five <i>Network</i>-sponsored meetings, trainings and conferences that may include the following:</p> <ul style="list-style-type: none"> a. Community Engagement trainings b. Regional Network Collaborative meetings c. <i>Network</i> Conference and other <i>Network</i>-sponsored regional trainings d. California Conference of Local Health Department Nutritionists (CCLHDN) annual conference e. <i>Rethink Your Drink</i> trainings f. <i>Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX³)</i> trainings g. Non-<i>Network</i> sponsored trainings pre-approved by the <i>Network</i> Program Manager (PM). 		Copies of agendas, Record of participation	<p>Report Annually:</p> <p align="center">10/01/2012-9/30/2016</p>
<p>10. Attend Geographic Information Systems (GIS) basic or advanced trainings offered by the <i>Network</i>. Apply GIS as a tool to strategically plan interventions in qualifying community sites.</p>		Record of participation site list	<p>Report Annually:</p> <p align="center">10/01/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
11. Report community changes that have been directly influenced by SNAP-Ed intervention. Describe the impact they have had on providing access to healthy foods, beverages and physical activity (PA) to the target population. Report findings by way of online database or other mechanism provided by the <i>Network</i> .		Template form	Report Annually: 10/01/2012- 9/30/2016
12. Develop and sustain at least one partnership with each of the following: a. Ethnic communities b. Local city governments c. Community-based organizations (CBOs) and d. School channels. e. Healthcare partnerships such as federally-qualified health centers Report Semi-Annually and annually names of partners, roles or partners, types of partners (hunger, equity, minority, low-income, faith, business, public sector, community leaders and/or other).		Partnership spreadsheet Dated log of contacts	Report Annually: 10/01/2012- 9/30/2016
13. Complete Local Health Department (LHD) Infrastructure Assessment tool provided by the <i>Network</i> by the second quarter of the first grant year to assess county needs.		Completed LHD Assessment tool	3/31/2013 Semi Annual reports due on April 15 each year

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<p>14. At the end of the grant term grantee will compile a Demographics Profile report, using most recent available data, at the county-level including the following:</p> <ul style="list-style-type: none"> a. CHIS b. Fitnessgram data c. SNAP Program Access Index (PAI) d. Retail Food Environment Index (RFEI) and e. Pediatric Nutrition Surveillance System (PedNSS) <p>This report will describe demographic findings compared to early demographic assessment (i.e., Form 4, "Profile Jurisdiction, and Demographics of Target Population"). A template of the report will be provided by the <i>Network</i> PM.</p>		<p>Completed Template NEOP report form</p>	<p>Final Report due: 9/30/2016</p>

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Objective 2: (Process) Annually, the County Nutrition Action Plan (CNAP) team will convene at least four times to implement the CNAP through coordinated partnerships, which include Food and Nutrition Service (FNS) two funded and two unfunded partners, to develop a plan of action that increase consistent nutrition messaging and access across all programs.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Grantee will meet with CalFresh county director or designee quarterly to coordinate an optimal plan of action providing nutrition education and other resources to CalFresh recipients and eligibles. Grantee will establish on-going communication throughout the year maintaining the relationship.</p> <p>a. Develop or strengthen relationship with local social service CalFresh agencies to discuss food security, education and health issues</p> <p>b. Identify a series of joint activities to coordinate nutrition education and obesity prevention across the county</p> <p>c. Connect with at least one CalFresh outreach/community partner quarterly to collaborate and coordinate at least one outreach and nutrition education activity or event</p>		<p>Copies of agendas (on file), Record of participation</p> <p>List of joint activities</p> <p>Four events ATF</p>	<p>Report Annually: 10/01/2012- 9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>2. Convene CNAP group (or other existing nutrition education obesity prevention group) at a minimum of four times per year to implement the plan of action. Coordinate USDA food program interventions and efforts to increase food security in the target population.</p> <ul style="list-style-type: none"> a. Include FNS funded and unfunded interested partners serving the target population in the areas of food programs, nutrition education and outreach such as SNAP, UC CalFresh Nutrition Education Program, Women Infants and Children Supplemental Nutrition Program (WIC), and Child Nutrition Programs (Summer meals, Child and Adult Care Food Program (CACFP), school breakfast and lunch programs b. Coordinate nutrition education messages with CalFresh outreach efforts throughout the county for the various USDA food programs; CalFresh, WIC, and Child Nutrition Programs c. In funded Community Transformation Grant (CTG) counties include CTG partners to coordinate and complement efforts in designated counties d. Identify existing resources and assets of organizations in counties promoting CNAP priorities 		List of collaborating members, Meeting agendas	<p>Report Annually:</p> <p align="center">10/01/2012- 9/30/2016</p>
<p>3. Apply public health approaches to identify, track, and promote existing policies in the county related to access to healthy foods and beverages and physical activity.</p>		Summary of efforts template	<p>Report Annually:</p> <p align="center">10/01/2012- 9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Apply multi-level approaches to advance and market a minimum of one nutrition and obesity prevention intervention annually that relates to the County Nutrition Action Plan. Multi-level approaches shall benefit the recipients of the FNS programs by providing access to healthy foods, beverages and/or PA. Submit a CNAP plan of action for review and approval to the <i>Network</i> PM. Strategies may include:</p> <ul style="list-style-type: none"> a. Increase access to farmer's markets through location, Electronic Benefit Transfer (EBT) and WIC coupon acceptance to increase consumption of fresh fruits and vegetables b. Increase Farm to Fork efforts in qualified schools, work places and community organizations, etc. to increase access to fresh fruits and vegetables c. Improve access to FNS programs such as school breakfast, lunch and summer meals, CalFresh and WIC d. Promote access to physical activity facilities through joint use policies e. Promote access to healthy foods and beverages f. Establish gardens in eligible community sites such as schools or public housing 		Copy of the County Nutrition Action Plan	Report Annually: 10/01/2012-9/30/2016
<p>5. Report the following results:</p> <ul style="list-style-type: none"> a. CNAP strategic plan b. Challenges and successes of implementing CNAP plan c. The upcoming direction of the counties coordination with CalFresh and other CNAP partners for the following fiscal year including roles, commitments, and timelines for plan of action. 		Copy of the County Nutrition Action Plan, Other strategic reports	Report Annually: 10/01/2012-9/30/2016
<p>6. Maintain county collaborative and meet at the minimum four times per year. Collaborate and coordinate with the CNAP and provide train the trainer opportunities to promote the CNAP nutrition and obesity prevention intervention to additional funded and unfunded partners. (optional, only include in counties that have a single county collaborative)</p>		Collaborative meeting agendas	Report Annually: 10/01/2012-9/30/2016

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity

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Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 3: (Process) By September 30, 2013, complete the *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX³)* neighborhood assessment or reassessment process in 7-12 SNAP-Ed-eligible neighborhoods.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social/Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. CX³ Training/Meetings: Participate in all <i>Network</i>-sponsored CX³ assessment related trainings and meetings:</p> <ul style="list-style-type: none"> a. CX³ orientation, b. Geographic Information System (GIS) mapping c. Survey/Field work, d. Data collection on reading your data e. Others as needed <p>The trainings shall prepare for the neighborhood assessment of the food and physical activity environment including:</p> <ul style="list-style-type: none"> a. Walkability assessments b. Access to healthy foods c. Opportunities for PA, d. Identify food deserts in the eligible community etc. 		Training/meeting agendas, certificate of completions	10/1/2015-9/30/2016
<p>2. Provide at least three CX³ presentations to a variety of the target stakeholders explaining the project, encourage participation, and utilization of data. Stakeholders include: health department leadership, community organizations (e.g., coalitions, collaboratives), and events with neighborhood residents, city/county officials.</p>		Presentation Outline(s)	10/1/2015-3/31/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>3. Tier 1 (GIS mapping)—identify qualifying neighborhoods:</p> <p>a. Identify seven to twelve qualifying neighborhoods using the <i>Network's</i> GIS, complete Tier 1 mapping worksheet using GIS and other on-line data sources, and share with appropriate stakeholders.</p> <p>Note: reassessing grantees are required to re-survey all neighborhoods where interventions are conducted as a result of CX³ findings.</p>		<p>Completed mapping worksheet submitted to <i>Network</i> Program Manager and CX³ team</p> <p>List of stakeholders</p>	<p>10/1/2015-3/31/2016</p>
<p>4. Tier 2 (Field work/surveying) - assessing and reassessing</p> <p>a. Organize health department staff and community partners to assist in the CX³ neighborhood data collection using CX³ tools and methods, and analyze, interpret and share local data and information</p> <p>b. Conduct trainings of surveyors, which should include the involvement of adult and youth community members from qualifying neighborhoods, as well as community leaders. Oversee Tier 2 field work utilizing all appropriate CX³ surveys and tools. Organize survey data, provide to the <i>Network</i> CX³ team for analysis</p> <p>c. After receipt of data analysis, complete all template Communications Tools for each neighborhood surveyed</p>		<p>Training agendas, Sign-in sheets</p> <p>Completed Tier 2 data surveys,</p> <p>Data analysis</p> <p>Communication tools</p>	<p>10/1/2015-9/30/2016</p>

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Objective 4: By September 30, 2016, prioritize identified problem areas based on CX³ findings and feedback from at least three community forums to reach 150 community members, and utilize to develop and implement at least three *Network* allowable interventions with environmental supports.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social/Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Using communications tools (e.g., fact sheets, briefs) present findings to a variety of stakeholders, involving community members where appropriate.</p> <p>a. Host three – five nutrition education obesity prevention community forums/town halls reaching at least 75 neighborhood residents or individuals from the target population to review CX³ findings and determine greatest areas of concern as well as provide dynamic nutrition education obesity prevention strategies</p> <p>b. Provide CX³ findings to all relevant city/county level departments and officials (e.g., planners, etc.) where data on the CX³ neighborhoods would guide/inform decisions and promote increased access to healthy food</p> <p>c. Identify potential neighborhood Champions including Champion retail food sources for future intervention work and campaigns</p> <p>d. As relevant, share CX³ findings with local media to highlight areas of concern and opportunities for action (e.g. newspaper, television)</p>	<p>; Sub-grantee A</p>	<p>Forum/Town hall Agenda</p> <p>List of county/city officials with contact dates</p> <p>List of Champions</p> <p>CX³ Media highlights</p>	<p>10/01/2015-09/30/2016</p>
<p>2. Create and submit CX³ Implementation Strategy Narrative to <i>Network</i> Program Manager for review and approval prior to implementation.</p>		<p>Strategic Narrative submitted to <i>Network</i> Program Manager</p>	<p>10/01/2015-09/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
3. Implement and market nutrition and obesity prevention strategies using public health approaches and <i>Network</i> allowable interventions implemented in the eligible neighborhoods.		Promotion plan of action	Report Annually: 10/01/2012- 09/30/2015

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Objective 5: (Process) Collaborate with three community groups and two other organizations to engage 75 neighborhood members to identify at least two food and beverage strategies in six qualifying communities to increase access and consumption of healthy foods and beverages.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Collaborate with new partners to form a sub group of the CNAP or independent food council. Meet at least four times per year to improve the food and nutrition environment in the designated county. Examples of key partners include: a. Agriculture Commission b. Hunger Advocates c. Social Justice groups d. Residents e. Youth		List of members, Summary of meeting results	Report Annually: 10/01/2012-9/30/2016
2. Through CX ³ assessment in qualifying neighborhoods identify gaps in access and consumption of healthy foods and beverages and physical activity opportunities.	; Sub-grantee A	Assessment results	10/01/2015-3/31/2016

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Activities	Responsible Party	Deliverables	Timeframe
3. Host at least one county health forum to address primary prevention of diseases through healthier eating patterns and more physical activity. Recruit community leaders and members to participate in the forum from schools, after schools, worksites, CalFresh and WIC offices, faith-based channels etc. Some strategies may include: <ul style="list-style-type: none"> a. Identify health disparities in communities related to nutrition and physical activity barriers and propose solutions b. Increase awareness of existing food policies in qualifying neighborhoods c. Use CX³ assessment findings to promote the need for farmers markets to increase access to fresh fruits and vegetables, increased healthy food availability in corner stores, healthier options at local worksites, schools and churches and increased access to physical activity opportunities in qualifying neighborhoods. 	; Sub-grantee A	Flyers, Agenda, Summary of meeting results	10/01/2012-3/31/2013 10/01/2014-3/31/2015 Semi Annual reports due on April 15 each year
4. Provide technical assistance to neighborhood members on strategies to increase access and consumption of healthy foods and beverages and physical activity opportunities such as: <ul style="list-style-type: none"> a. Data interpretation, i.e. CX³ findings b. Nutrition education and obesity prevention resources and classes c. Healthy food and beverage promotion plans d. Successful community models e. Guidance on joint use policies 	; Sub-grantee A	TA log ATF/EARS	3/31/2013-09/30/2014
5. Provide technical assistance (TA) to neighborhood members through educational and social marketing strategies. Some strategies may include: <ul style="list-style-type: none"> a. Youth Engagement b. Peer to Peer education c. Social Marketing Campaigns d. Establishing community gardens and/or farmers markets 	; Sub-grantee A	TA log ATF/EARS	10/01/2013-9/30/2014
6. Provide technical assistance to neighborhood members for monitoring and evaluating neighborhood changes.	; Sub-grantee A	Summary of changes	10/01/2014-9/30/2015

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select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 6: (Process) Annually, a minimum of 2000 unduplicated SNAP-Ed-eligible individuals in the community will participate in 40 evidence-based nutrition-education classes designed to increase consumption of healthy foods and improve self-efficacy to promote change at the individual, family and organizational level.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☐ Institutional/Organizational ☒ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Assess the attitudes, knowledge, beliefs and skills related to nutrition education and develop a plan of action. Specifically focused on increasing the access and consumption of healthy foods, <i>Harvest of the Month</i> , MyPlate, the 2010 Dietary Guidelines for Americans (DGAs), and the needs of the target population.	Project Coordinator; Research Specialist; Sub-grantee A; Sub-grantee E (years 2-4)	Results of the Assessment, Plan of Action	Report Annually: 10/1/2012-9/30/2016
2. Make preparations for conducting a minimum of 40 nutrition education classes. If classes are utilized as part of the Impact/Outcome Evaluation, a minimum of a five-class series is required. Each class will include skill-based lessons/activities, such as cooking activities, label reading etc. Each class will use <i>Network</i> -approved materials and follow 2010 Dietary Guidelines. Preparations may include: a. Organizing materials, b. Selecting class assessment survey c. Purchasing food samples	Project Coordinator; Sub-grantee E (years 2-4)	Copies of lesson plans	Report Annually: 10/1/2012-9/30/2016
3. Train staff to conduct nutrition education classes. Attend <i>Network</i> training if using the <i>Network Toolbox for Community Educators</i> .	Project Coordinator; Sub-grantee E (years 2-4)	Training agenda, List of materials discussed	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
4. Recruit participants through Champion Moms, Community-Based Organizations (CBOs), CalFresh offices, schools, WIC or other CNAP partners to increase participation in classes. Recruit ethnic minorities, (Latinos, African Americans, Native Americans and Asian Pacific Islanders) with health disparities to attend classes that are linguistically and culturally appropriate. Select priority groups based on your Project Synopsis and LHD infrastructure assessment.	Project Coordinator; Sub-grantee E (years 2-4)	Documentation of recruitment efforts	Report Annually: 10/1/2012-9/30/2016
5. Conduct 40 nutrition education classes to reach minimum of 2000 unduplicated SNAP-Ed-eligible individuals.	Project Coordinator; Sub-grantee E (years 2-4)	Sign-in sheets (on file), of classes taught, Unduplicated # of participants, ATF	Report Annually: 10/1/2012-9/30/2016

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Objective 7: (Process) Annually, conduct a minimum of four community events to reach 1500 SNAP-Ed-eligible individuals promoting healthy foods and beverages and physical activity and invite local media outlets to highlight two of these events.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Conduct a minimum of four nutrition education obesity prevention promotional events. Coordinate at least two local media and public relations effort that highlights <i>Network</i> -signature promotions, which may include : a. Fruit and Veggie Fest b. Juneteenth c. Latino Health Awareness Month d. Food Day	Sub-grantee E (years 2-4)	List of coordinated events.	Report Annually: 10/1/2012-9/30/2016
2. Provide local support for the minimum of one <i>Network</i> media-related effort. Activities may include: a. Participation in launch event b. Serving as local spokesperson c. Providing comment and feedback on media-related materials d. Participating on relevant workgroups e. Collaborate with partners when planning nutrition/physical activity promotion events	Sub-grantee E (years 2-4)	Log or list of support activities provided for events	Report Annually: 10/1/2012-9/30/2016
3. Prepare for each event by identifying target audience, organizing materials and intervention strategies to be used, training staff, selecting Network Research and Evaluation Section (RES)-approved method of event evaluation, and promotion methods of event such as use of flyers and update of webpage.	Sub-grantee E (years 2-4)	Samples of materials, flyers, website. Training sign in sheets, Event planning outline	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
4. Purchase local media buys (bus shelters, billboards, radio ads) of reviewed and approved messages in GIS identified qualifying neighborhoods to create a stronger media presence in local markets. (optional and funds must be included in budget)		Paid Media ads	Report Annually: 10/1/2012-9/30/2016
5. The local health department lead staff will provide local countywide coordination and designated spokesperson for all <i>Network</i> -funded events and interventions covered by local media throughout the county jurisdiction in conjunction with other SNAP-Ed funded projects. (optional if conducting extensive media in county)		Media log	Report Annually: 10/1/2012-9/30/2016

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Objective 8: (Process) Annually, provide a minimum of five nutrition-education activities, inclusive of kick-off event, in support of local and regional *Rethink Your Drink* healthy beverage education efforts to reach 1275 SNAP-Ed-eligible individuals in qualifying communities and promote and support the minimum of one environmental change that enhances *Rethink Your Drink* efforts.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Attend a minimum of one <i>Network Rethink Your Drink</i> nutrition education Train the Trainer workshop and one <i>Rethink Your Drink</i> media and spokesperson training.</p> <p>a. Integrate approved <i>Rethink Your Drink</i> nutrition education materials from your Regional Collaborative and messages from the Regional Media training into designated county's <i>Rethink Your Drink</i> nutrition education activities and events.</p>	Sub-grantee E (years 2-4)	Training agendas, list of training materials used in activities	Report Annually: 10/1/2012-9/30/2016
<p>2. Provide five trainings to County Health Agency (Dental, Diabetes, Infant Health, CalFresh, WIC, community clinics) on <i>Rethink Your Drink</i> campaign messages and nutrition education materials such as posters, pamphlets, flyers, etc.</p>	Sub-grantee E (years 2-4)	Copies of training agenda, Sign in logs, Copy of materials	Report Annually: 10/1/2012-9/30/2016
<p>3. In coordination with Regional Collaborative event planning, conduct a County Health Department, <i>Rethink Your Drink</i> kick-off event, or public education event which includes invitations to local media.</p>	Sub-grantee E (years 2-4)	Photos, press releases, Event flyer	Report Annually: 10/1/2012-9/30/2016

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<p>4. Provide nutrition education promoting healthy beverage options at least four times during the course of the grant year to SNAP-Ed-eligible adults. Sample activities may include:</p> <ul style="list-style-type: none"> a. Instruction on <i>Rethink Your Drink</i> nutrition education lessons and optional taste testing of healthy beverages <ul style="list-style-type: none"> i. Include education of the sugar content of beverages ii. Benefits and safety of drinking water b. Strategically display <i>Rethink Your Drink</i> nutrition education materials: posters, pamphlets, flyers, etc. to reach target audience. c. Host a Healthy Beverage interactive booth, exhibit, display or table at qualifying events; reference the <i>Community Events Manual</i> as a guide d. Use template state developed <i>Rethink Your Drink</i> media pieces such as press releases, articles, etc. in local publications that reach the target audience e. Provide guidance for organizational policies and environmental supports for activities promoting healthy beverage options in qualifying settings to county and community programs 3 <p>Note: all nutrition education materials must be approved by the <i>Network</i> prior to distribution, with preference for use of existing State <i>Network Rethink Your Drink</i> branded materials.</p>	<p>Sub-grantee E (years 2-4)</p>	<p>Flyers, Lesson Plans, Photos</p>	<p>Report Annually: 10/1/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
<p>5. Identify priorities and develop a list of environmental support strategies with local partners to increase and promote access to healthy beverage options through public health approaches. Submit summary of local strategies to PM for review and approval. Some strategies may include:</p> <ul style="list-style-type: none"> a. Collaborate with local school district to update their wellness policy to reduce access to sugar-sweeten beverages and provide more healthy beverages option in appropriate serving sizes on campus b. Reduce sugar-sweeten beverages (SSBs) from county welfare offices, public housing units, city parks and recreational facilities and/or school vending machines in eligible settings serving low-income populations and provide healthy beverage alternatives in appropriate serving sizes c. Encourage partners to provide free drinking water to the public in common areas at such eligible venues: <ul style="list-style-type: none"> i. city and county facilities, ii. worksites, schools, iii. preschools, iv. afterschool programs v. community organizations d. Collaborate with local youth serving organizations working with low-income populations (such as parks and rec, sports leagues, booster clubs, etc.) to ensure that healthy beverages are available at community events for purchase e. Encourage organizations to seek healthy beverage sponsorships 		Summary of local strategies	Report Annually: 10/1/2012-9/30/2016
<p>6. Advance and market the minimum of one environmental support strategy in an eligible local setting serving the low-income population that increases healthy beverage options and enhances the <i>Rethink Your Drink</i> campaign efforts.</p>		Local strategies implemented	Report Annually: 10/1/2012-9/30/2016
<p>7. Conduct evaluation activities, to assess all <i>Rethink Your Drink</i> efforts which may include:</p> <ul style="list-style-type: none"> a. Obtaining input from intermediaries via electronic or printed surveys b. Conducting informal consumer testing of new materials, and/or implementing brief consumer surveys 	Research Specialist and Sub-grantee A	Analysis of Survey results (includes future revisions needed)	Report Annually: 10/1/2012-9/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 9: (Formative, Outcome) By September 30, 2016, create an evaluation plan and annually modify the plan based on the previous year's evaluation results and compile a final report on two targeted nutrition education and obesity prevention interventions that include environmental support; one focusing on reducing consumption of sugar sweetened beverages and the other focusing on increasing access and consumption of healthy foods through formative, process and outcome evaluations.

Social Ecological Model:

☐ Individual ☐ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Based on Plan developed in collaboration with <i>Network</i> Research and Evaluation consultant and Program Manager, determine, develop, and implement evaluation method appropriate to the stage of the intervention the organization has chosen to focus their work on for two (2) significant targeted interventions: one each in the areas of reducing consumption of sugar sweetened beverage and increasing access to healthy fresh food (see Baseline Objectives 8.5, 8.6 and 2.4). Mixed methods may be used. In Year 1, the evaluation will be formative, although as the work progress, it will be possible to generate outcomes (see Activity 5). The first year's work cannot begin until the grantee has identified the topics for change including the community engagement process.	Administrator; Research Specialist; Sub-grantee A	Annual evaluation plan An evaluation instrument (s) — structured interview, moderator's guide, survey, etc.	Report Annually: Year 1 Plan and Instrument 10/1/2012-2/28/2013 Successive Years 10/1/2013 10/1/2014 10/1/2015

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Activities	Responsible Party	Deliverables	Timeframe
2. Implement initial method for assessing status of each key intervention effort. The method may be key informant interview, focus group, observation, policy record, public opinion poll, knowledge survey, or other type of survey that will give you the baseline you need to move forward with change.	Administrator; Research Specialist; Sub-grantee A	Year 1 Report of findings from initial baseline evaluation instrument; description of status of topic in the community; recommendations for direction of policy work on the topic Successive years Report of evaluation findings; status; recommendations	Report Annually: Year 1 3/1/2013-5/1/2013 3/1/2014-5/1/2014 3/1/2015-5/1/2015 3/1/2016-5/1/2016
3. Use evaluation results to update and modify targeted intervention Plans of Action. (Objective 2, Activity 4 and Objective 8, Activity 7)	Administrator; Research Specialist; Sub-grantee A	Policy Plans of Action for both interventions	Report Annually: 6/1/2013-9/30/2015
4. Report results of the year's two in-depth targeted intervention evaluation projects. A template will be provided by the Research and Evaluation Section.	Administrator; Research Specialist; Sub-grantee A	Interim report of findings from evaluation with description of changes, challenges, and plans regarding proceeding evaluation intervention steps.	Report Annually: 9/1/2013-9/30/2013 9/1/2014-9/30/2014 9/1/2015-9/30/2015

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Activities	Responsible Party	Deliverables	Timeframe
5. Based on Plan developed with <i>Network</i> Research and Evaluation consultant and Program Manager, determine, develop, and implement evaluation method appropriate to monitor implementation and evaluate outcome of work on the two targeted interventions. Develop evaluation questions to assess the reach, adoption, and fidelity of implementation of the intervention components and core elements (process measures), as well as the effect (outcome). Two final reports must be done 9/1/16-9/30/16. If implementation has not occurred, the report should be directed at describing challenges and strategies for addressing them and offer alternative solutions for achieving the same goals as the unsuccessful targeted intervention. A final report structure will be provided by the Research and Evaluation Section.	Administrator; Research Specialist; Sub-grantee A	Final policy evaluation report	Final Report: 9/1/16- 9/30/16

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Objective 10: (Process) Annually, a minimum of 10 Peer Educators will be recruited from the SNAP-Ed-eligible members in the community to reach a minimum of 100 peers in a minimum four nutrition education/obesity prevention class series promoting food security as well as individual, family and organizational changes.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☐ Institutional/Organizational ☐ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Recruit Peer Educators in qualified communities from: <ul style="list-style-type: none"> a. Skill-based nutrition education/obesity prevention series classes b. CBO participants c. CalFresh offices d. CNAP partners e. Community based health centers f. Faith-based organizations g. Parents at early childcare sites h. School/afterschool sites <p>Target ethnic specific minorities with health disparities identified in the LHD Infrastructure Assessment.</p>		Documentation of recruitment efforts.	Report Annually: 10/1/2012-9/30/2016
2. Participate in all required <i>Network</i> training related to Peer-to-Peer Education.		Agendas	Report Annually: 10/1/2012-9/30/2016
3. Project Coordinator and two Peer Educators will attend, in person, a one- to two-day training provided by the <i>Network</i> . The training will share different peer-to-peer models and best practices.		Training agenda	Report Annually: 10/1/2012-9/30/2016
4. Peer Educators will promote and conduct at least four education series to reach a minimum of 100 unduplicated SNAP-Ed-eligible individuals.		Class sign in sheets, approved lesson plans	Report Annually: 10/1/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
5. Contact and invite local CalFresh outreach organizations to attend at least one education session in the series providing information on how to apply for the CalFresh program.		Participation Log	Report Annually: 10/1/2012-9/30/2016
6. Provide, at least three times a year, ongoing technical assistance to Peer Educators including modeling classes, assessment of teaching techniques, selection of venues, observation of presentations etc.		Technical Assistance log Observation Report	Report Annually: 10/1/2012-9/30/2016

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GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 11: (Impact/Outcome) Annually, conduct and report on Impact Outcome Evaluation (IOE) to assess change in healthy food and beverage consumption and related factors such as perceived benefits of eating healthier foods and beverages, perceived control, self-efficacy, readiness to consume healthier foods and beverages, and perceived diet quality among a group of at least 100 adults.

Social Ecological Model:

☒ Individual ☐ Interpersonal: Social Groups ☐ Institutional/Organizational ☐ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. LHD grantee can apply this objective to work done to meet Baseline Objective 6 if it is reasonably expected that sufficient participants will be taking part to demonstrate statistically significant results (n = 100 or more). Identify population for Outcome/Impact Evaluation. Determine if project will include a control group (also n of near 100). Develop Impact Outcome Evaluation (IOE) plan with Research and Evaluation staff. (This work may be done in proposal)	Administrator; Research Specialist; Sub-grantee A	Description of IOE Plan	10/1/2012-11/30/2012
2. Administer <i>Network</i> Food Behavior Checklist, Fruit and Vegetable Checklist, or Rethink Your Drink surveys for adults (depending on the intervention) or <i>Network</i> Youth (children to grade 8), or <i>Network</i> High School Survey or Rethink Your Drink survey (high school) to target audience at intervention sites, using identification numbers (not names) to protect participant privacy. Pre-tests are to be administered prior to intervention, and post-tests afterwards to measure change in consumption and related factors. If desired, work with Research and Evaluation staff to add validated measures for additional behavioral determinants.	Administrator; Research Specialist; Sub-grantee A	Matched surveys	10/1/2012-12/15/2012

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Activities	Responsible Party	Deliverables	Timeframe
3. Create a data file with pre-test and post-test survey data using <i>Network</i> -provided code sheets and, when possible, using Network provided data entry templates. The data file must contain a minimum of 100 matched pre- and post-tests. Complete data analysis.	Administrator; Research Specialist; Sub-grantee A	Data file	11/1/2012- 7/2013
4. Each grant year, develop an evaluation plan in concert with the Program Manager and Research and Evaluation Section (RES) for the next grant year. Findings from current and prior evaluations will be used to refine nutrition education activities and increase rigor of the subsequent evaluation.	Administrator; Research Specialist; Sub-grantee A	IOE Plan	Report Annually: 10/2012- 7/31/2016
5. Submit a set of IOE report documents, using <i>Network</i> templates, by July 31 st to the Program Manager and RES. This will include: <ul style="list-style-type: none"> a. IOE Final Report. b. Data file. c. IOE Plan for upcoming year. <p>Interventions for children use separate RES designed IOE report and plan templates from those designed for adults.</p> <p>If conducting multiple evaluations, such as one of children and one of adults, a separate report and plan must be submitted for each evaluation.</p>	Administrator; Research Specialist; Sub-grantee A	IOE Report, data file, IOE Plan	Report Annually: 10/1/2012- 7/31/2016

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Objective 12: (Process) Annually, engage a minimum five of qualifying schools and five qualifying afterschool/extended break programs to reach 1000 children and 100 parents to increase nutrition education and physical activity opportunities and social marketing strategies that increase access and consumption of healthy food and beverages at each site.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Attend all <i>Network</i> required trainings and webinars regarding resources and tools for the school and afterschool setting annually.		Record of participation	Report Annually: 10/01/2012-9/30/2016
2. Recruit schools as sub-grantees through local procurement procedures.		List of sub-grantees	10/1/2012-9/30/2013
3. Establish relationships and commitment of support for nutrition education interventions, wellness policy expansion and staff development in these areas from County Office of Education, school district and after school administrators. Facilitate ongoing communication with identified administrators supporting healthy school/afterschool campaigns.	; Sub-grantee B (years 2-4)	List of Contacts Activity Tracking Form (ATF)	Report Annually: 10/01/2012-9/30/2016
4. Establish relationships and commitment of support for nutrition education interventions, wellness policy expansion and staff development in identified areas from school and afterschool site administrators to increase healthy food and beverage access and availability, increase opportunities for physical activity throughout the school day and during the afterschool program. Facilitate ongoing communication throughout the school year providing nutrition education resources and maintain support for healthy school/afterschool campaigns.	; Sub-grantee B (years 2-4)	List of Contacts ATF	Report Annually: 10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
5. Recruit and assign staff for each school site to assist in the scheduling and training of teachers and afterschool staff on <i>Network</i> nutrition education interventions, campaigns, and resources.	Project Coordinator; Sub-grantee B (years 2-4)	Staff assignment/Job description	Report Annually: 10/01/2012-9/30/2016
6. Staff will provide participating schools and afterschool sites with posters, recipes, materials and food supplies to conduct nutrition education and tasting demonstrations for students at least six times per year. Grantee shall ensure staff meets required activities and report outcomes.	Project Coordinator; Sub-grantee B (years 2-4)	Invoice records (on file) List of materials provided with dates	Report Annually: 10/01/2012-9/30/2016
7. Conduct a healthy school and/or afterschool assessment of the school and/or afterschool site applying assessment tools provided by the <i>Network</i> and compile a comprehensive report.	Project Coordinator, Research Specialist; Sub-grantee A; Sub-grantee B (years 2-4)	Assessment report results	Report Annually: 10/1/2012-9/30/2016

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<p>8. Staff will provide a minimum of two trainings for teachers, afterschool staff and other personnel who are conducting nutrition education obesity prevention intervention. Teachers and afterschool leaders can apply training knowledge to the students. Some topics may including the following:</p> <ul style="list-style-type: none"> a. Orientation to the <i>Network</i> program, The results of the school assessment and School Wellness Policy including information on new policies b. Utilizing <i>Harvest of the Month</i> and Farmer of the Month materials in the classroom, after school program, parent education, and the cafeteria such as: posters, displays, Farm to School/<i>Harvest of the Month</i> workbooks etc. c. Information on promotion of evidence based physical activity programs and how they can be linked with nutrition education, such as Sports, Play, and Active Recreation for Kids (SPARK), and Coordinated Approach to Child Health (CATCH). d. Creating a healthy school environment such as healthy school parties, not using food for rewards, modeling healthy eating behaviors etc. e. Effective nutrition education resources and strategies including but not limited to: <i>Harvest of the Month</i>, <i>Rethink Your Drink</i>, <i>Children's PowerPlay! Campaign</i> materials, garden-based nutrition education, integrating physical activity, food safety, and how to conduct cooking lessons and food demonstrations. Model teaching strategies, lessons, and share best practices. 	<p align="center">Project Coordinator; Sub-grantee B (years 2-4)</p>	<p>Log of trainings conducted</p> <p>Training materials</p> <p>ATF</p>	<p align="center">Report Annually:</p> <p align="center">10/01/2012-9/30/2016</p>
<p>9. Staff will set up a tracking system to collect data on the nutrition education obesity prevention interventions at each school site.</p>	<p align="center">Project Coordinator; Sub-grantee B (years 2-4)</p>	<p>EARS/ATF</p>	<p align="center">Report Annually:</p> <p align="center">10/01/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
10. Attend School and afterschool events such as Back-to-School nights, Open House, health fairs, PTA meetings. Inform and engage parents on classroom and afterschool nutrition education obesity prevention interventions and campaigns, and provide the results of the healthy school's assessment.	Project Coordinator; Sub-grantee B (years 2-4)	Log of meetings and activities completed ATF	Report Annually: 10/01/2012-9/30/2016
11. Staff will provide technical support to classroom teachers, child nutrition personnel, administrators on school wellness policy updates that support the nutrition education obesity prevention messages.	Project Coordinator; Sub-grantee A; Sub-grantee B (years 2-4)	Log of technical support	Report Annually: 10/01/2012-9/30/2016
12. Conduct an evaluation using a survey tool completed by school administration and teachers. Determine the effectiveness of the trainings, resources and tools provided and applicable usage to classroom teaching assessing challenges, successes and soliciting topics for the next year's trainings.	Project Coordinator, Research Specialist; Sub-grantee A; Sub-grantee B (years 2-4)	Report on evaluation results	Report Annually: 10/01/2012-9/30/2016

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Activities	Responsible Party	Deliverables	Timeframe
<p>13. At school sites collaborate and coordinate with school administration, teachers, school wellness committee, parent organizations, after school administrators, School Nutrition Program and community partners. Promote implementation of the following strategies to increase access and consumption of healthy foods which may include wellness policy updates:</p> <ul style="list-style-type: none"> a. Actively engage local farmers and growers to establish a Farm to School program and provide <i>Harvest of the Month</i> produce items in the school cafeterias b. Develop a school gardening project that includes garden-base nutrition education c. Provide information and training to school food service and schools on how to make use of garden grown produce in school cafeterias d. Support implementation of salad bars at school sites e. Support implementation of healthy food procurement policies in vending machines, fundraiser activities, school events f. Encourage participation in Child and Adult Care Food Program (CACFP) snack and meal programs in afterschool programs g. Promote Implementation of healthy food and beverage standards for competitive foods at schools and afterschool sites h. Encourage implementation of marketing strategies to increase healthier food selection and consumption 	<p align="center">Project Coordinator; Sub-grantee B (years 2-4)</p>	<p>Collaboration Log</p> <p>Copy of districts updated wellness policy (if applicable)</p> <p>Success story</p>	<p align="center">Report Annually:</p> <p align="center">10/01/2012-9/30/2016</p>

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Objective 13: (Process) Conduct a youth engagement (YE) project engaging at least 25 SNAP-Ed-eligible youth team(s) to engage in leadership, critical thinking, problem-solving, community-based research and to address an identified issue with consumption and access to healthy foods and beverages and physical activity opportunities in their environment and identify solutions applying public health approaches.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☐ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Local Health Department (LHD) recruits youth serving agency, Community Based Organization (CBO), park and recreation group or middle/high school or after schools to conduct the youth engagement project (target: agencies/schools that work with youth, ages 12-18).		Name of youth serving agency or school recruited/ confirmed and contact person(s) confirmed (on file)	10/2012-12/2013
2. Recruit an Adult Ally at a youth serving agency, CBO, park and recreation department or middle/high school or afterschool qualifying site to work directly with youth team. The Adult Ally and the project coordinator will participate in all <i>Network</i> sponsored webinars, conference calls and in-person Youth Engagement trainings offered by <i>Network</i> Youth Initiatives Consultant.	Project Coordinator; Sub-grantee C (years 2-4)	Participant Log (on file)	01/2013-09/2013
3. Adult Ally recruits youth and forms team(s) with a <u>minimum</u> of six students. Collect parent-permission slips and photo releases from youth.	Project Coordinator; Sub-grantee C (years 2-4)	Youth roster and permission slips (on file)	01/2013-09/2013

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Activities	Responsible Party	Deliverables	Timeframe
<p>4. Provide orientation to members of the youth team. Orientation to include basic nutrition education information, importance of physical activity (through integration into comprehensive nutrition education lessons), taste testing, overview of youth-led participatory action research, and overview of youth development principles.</p>	<p>Project Coordinator; Sub-grantee C (years 2-4)</p>	<p>Attendance sheets for meetings with youth team (on file), orientation outline</p>	<p>01/2013-09/2013</p>
<p>5. Following orientation, Adult Ally will meet with the youth team guiding them through the process of conducting youth-led projects. Additional technical assistance, training and support to Adult Ally and youth teams on conducting youth-led nutrition will be provided as needed by the State <i>Network</i> Youth Initiatives Consultant. With the support/guidance of the Adult Ally, the youth-led nutrition education project process includes the youth team:</p> <ul style="list-style-type: none"> a. Selecting the issue(s) to research b. Creating research tool and conducting the research project around selected issue(s) (the tool can be a survey, photo voice or video voice project, interviews etc.) c. Gathering information/data via the research tool and analyzing the data. Identifying public health approaches to reach solutions d. Preparing presentation/reports presenting to key stakeholders (such as PTA, School Staff, District Staff, Community Agencies, etc.) based on the data/information discovered by the research tool e. Conducting presentations to those leaders/stakeholders to share the findings from their research, in order to bring about necessary changes/improvement f. Documenting any changes in system or policy based on their project g. Conducting nutrition education and awareness activities to their peers, family members and the qualifying community to advance solutions 	<p>Project Coordinator; Sub-grantee C (years 2-4)</p>	<p>Attendance sheets from meetings (on file), copies of research tool, project and presentation/ reports created by youth team, document participation in activities via photos, press releases, media attention, or various newsletters, ATF</p>	<p>10/2013-09/2014</p>

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Activities	Responsible Party	Deliverables	Timeframe
6. Adult Ally and Youth Leaders will participate in annual statewide or regional youth forum/meetings offered by the <i>Network for a Healthy California</i> – in which Youth Leaders from all Youth Engagement sites attend in order to strengthen their skills in youth-led participatory action research, public speaking skills, etc., in relationship to nutrition education and obesity prevention.	Project Coordinator; Sub-grantee C (years 2-4)	Attendance sheet on file	Report Annually: 10/2013-09/2016
7. Project Coordinator and Adult Ally will re-engage/recruit new team of youth, as well as include any continuing Youth Leaders (if interested), in the process under <u>Activities 3, 4 and 5</u> as outlined above, to conduct project again, with a new team of Youth Leaders and examine new issue to address for the research project.	Administrator Project Coordinator; Sub-grantee C (years 2-4)	Youth roster, parent permission slips, attendance sheets from meetings (on file), copies of research tool, project and presentation/ reports created by youth team, document participation in activities via photos, press releases, media attention, or various newsletters, ATF	10/2014-09/2016
8. Adult Ally and Youth Leaders will participate in annual statewide or regional youth forum/meetings offered by the <i>Network for a Healthy California</i> , in which Youth Leaders from all Youth Engagement sites attend in order to strengthen their skills in youth-led participatory action research, public speaking skills, etc., in relationship to nutrition education and obesity prevention.	Project Coordinator; Sub-grantee C (years 2-4)	Attendance sheet on file	10/2015-09/2016

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Objective 14: (Process) Annually, qualify and engage () worksites using the *California Fit Business Kit* (CFBK) tools and provide technical assistance on CFBK tool implementation, nutrition education obesity prevention, and social marketing strategies to reach () SNAP-Ed-eligible workers.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Participate in all required <i>Network for a Healthy California - Worksite Program</i> trainings in person and/or via webinars.			Activities to begin FFY 2014 (October 2013)
2. Collaborate with local and state <i>Network</i> partners to identify () existing qualified worksites and/or qualify new worksites for the <i>Worksite Program</i> .			Activities to begin FFY 2014 (October 2013)
3. Provide technical assistance to qualified worksites on CFBK tools: <i>Check for Health, Establishing a Worksite Wellness Committee</i> . a. Assist each Worksite Wellness Committee in completing the assessment tools b. Assist in creating an action plan for CFBK tool implementation and nutrition education events c. Assist Worksite Wellness Committee establishment			Activities to begin FFY 2014 (October 2013)

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<p>4. Based on the <i>Check for Health</i> assessment, provide technical assistance to Worksite Wellness Committee in selecting and implementing two additional CFBK tools promoting healthy worksite strategies such as:</p> <ul style="list-style-type: none"> a. Model procurement (vending) policies b. Access to healthy foods through establishing healthier options in the cafeteria including promotion strategies c. Access to free drinking water throughout the work day d. Ensure a private, clean space for nursing mothers to pump during the work day e. Opportunities for physical activity during breaks and lunch and during meetings f. Implement strategies that promote purchasing/consumption of fruits and vegetables g. Actively engage in Farm to Fork strategies including partnering with local growers and other businesses to have a farmers' market near the worksite. 			<p align="center">Activities to begin FFY 2014 (October 2013)</p>
<p>5. Once worksites have implemented the <i>CFBK</i> tools, provide technical assistance to worksites in completing the worksite Evaluation Tool to demonstrate the impact of the <i>CFBK</i>.</p>			<p align="center">Activities to begin FFY 2014 (October 2013)</p>
<p>6. Assess additional educational opportunities for worksite employees. As allowed by worksite employer consent and available personnel, provide additional nutrition education lessons to worksites based on the results of the needs assessment on topics prioritized by worksite employees</p>			<p align="center">Activities to begin FFY 2014 (October 2013)</p>
<p>7. Connect worksites with community partners to provide a minimum of () worksite health promotion events such as:</p> <ul style="list-style-type: none"> a. Health fairs, b. Health education, c. Farmers' markets, d. Other health-related events that support healthy worksites. 			<p align="center">Activities to begin FFY 2014 (October 2013)</p>

**Attachment C
Scope of Work**

**Grant Name: Fresno County
Department of Public Health
Grant Number: 12-10160**

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 15: (Process) Annually, engage a minimum of 15 qualifying grocery retailers (such as: supermarkets, grocery stores, and/or independent grocers) in the county to reach 3750 SNAP-Ed-eligible residents through nutrition education materials, food demonstrations, store tours, and point of purchase strategies.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Participate in all required <i>Network for a Healthy California -Retail Program</i> trainings in person and/or via webinars.		Record of attendance, training agendas	Report Annually: 10/1/2013- 9/30/2016
2. Develop partnerships and Plan of Action with 15 retail owners, managers, and/or staff and work with retail owners, managers and staff on healthy retail strategies including: nutrition education, benefits to the neighborhood, economic benefits of accepting food-assistance programs, and healthy point of purchase strategies. Target and prioritize retail stores based on CX ³ assessment.		Partnership Agreements, Plans of Action document	Report Annually: 10/1/2013- 9/30/2016
3. Acquire food handling certification (such as ServSafe) that meets the county's requirements for the staff responsible for engaging the retail sites. Each food demonstration must be appropriately staffed to meet the requirements of the county. Food demonstrations should promote and market healthy food products available for purchase at the retailer.		Copy of Certification for staff	Report Annually: 10/1/2013- 9/30/2016

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Scope of Work**

**Grant Name: Fresno County
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Activities	Responsible Party	Deliverables	Timeframe
4. Coordinate, promote, and conduct 15 promotional events at participating stores that highlight healthy changes in GIS-qualified communities. Collaborate with the produce industry, food security organizations, and/or local decision makers, if available, on these events. Secure donations for events.		Calendar of events, photos of events, evaluation summary of promotional activities	Report Annually: 10/1/2013- 9/30/2016
5. Distribute and maintain appropriate nutrition-education materials such as the <i>Harvest of the Month</i> community newsletters, posters, signage, recipe cards, wobblers, magnets, window clings, <i>Rethink Your Drink</i> materials, hardware, in-store audio, CalFresh materials, etc., to qualifying stores, based on the size of the store. Update monthly.		Product Usage Report from the Online Ordering System	Report Annually: 10/1/2013- 9/30/2016
6. Partner with 10 local farmers, farmers' markets, wholesale distributors, and/or community supported agriculture programs to facilitate business connections to the 15 qualifying retailers, with the goal of increasing access to fresh local, affordable produce.		Partnership Agreements and Plans of Action	Report Annually: 10/1/2013- 9/30/2016
7. Provide technical assistance to 15 qualifying retailers on approaches to increase availability and promotion of healthy food and beverage purchases, such as: a. Promoting healthy items through placement/promotion strategies b. Promoting healthy items through reduced pricing strategies c. Improving the selection, quantity, and quality of more healthy food items throughout the store d. Actively engaging in Farm to Fork efforts that promote seasonal produce items matching the monthly <i>Harvest of the Month</i> education elements e. Encouraging corner store conversion projects with other funding sources		Log of technical assistance activities, summary of outcomes	Report Annually: 10/1/2013- 9/30/2016

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Scope of Work**

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OAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 17: (Process) Annually, engage five qualifying churches in predominantly African-American and/or Latino communities to implement the *Body and Soul* program, and culturally relevant nutrition education and physical activity promotion to reach 400 participants and to influence organizational and systems changes in the church community.

Social Ecological Model:

☒ Individual ☒ Interpersonal: Social Groups ☒ Institutional/Organizational ☒ Community ☒ Policy/Environmental

Activities	Responsible Party	Deliverables	Timeframe
1. Recruit and assign qualified staff member to engage the faith-based community; this person should be culturally competent. Possess knowledge of cross-cultural skills, awareness of cultural worldviews as well as cultural differences, attitudes and practices. Understand faith-based organization operations.	; Sub-grantee D (years 2-4)	Documentation of recruitment efforts.	Report Annually: 10/1/2012-9/30/2016
2. Assigned staff will attend all required <i>Network</i> training on how to engage church leaders and implement and track <i>Body and Soul</i> program and complementary nutrition-education components. Trainings will include a minimum of two <i>Network</i> webinars providing updates, evidence based practices and showcasing successful faith-based interventions.	; Sub-grantee D (years 2-4)	Summary of participation	Report Annually: 10/1/2012-9/30/2016
3. Assigned staff will recruit qualifying church sites and engage church leadership to support the program. Include key members such as the pastor's spouse, cooking staff and church groups to increase participation in the program.	; Sub-grantee D (years 2-4)	List of leadership and key contacts list	Report Annually: 10/1/2012-9/30/2016
4. Assigned staff will train church sites to conduct interventions using the <i>Body and Soul</i> program and <i>Toolbox for Community Educators</i> , <i>Health Ministry Guide</i> and other <i>Network</i> resources. Provide technical assistance and support to churches. Ensure the efficient and effective delivery of the comprehensive program.	; Sub-grantee D (years 2-4)	Class sign in sheets, Activity Tracking Form	Report Annually: 10/1/2012-9/30/2016

**Attachment C
Scope of Work**

**Grant Name: Fresno County
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Activities	Responsible Party	Deliverables	Timeframe
<p>5. Assigned staff will provide technical support to church members. Conduct walkability assessment and conduct assessment of foods prepared, provided, and sold at church events applying <i>Network</i>-provided tools. Apply assessment results to develop strategies for improving the quality of foods served at church-related functions and events, and increase physical activity opportunities. Strategies may include:</p> <ul style="list-style-type: none"> a. Implement and promote healthier fundraisers such as healthy food items, jog-a-thons, dance-a-thons, fruit stands etc. b. Implement cooking classes referencing the <i>African American Cookbook</i> or <i>Latino Flavors of My Kitchen Cookbook</i> c. Include nutrition education and physical activity in children's programs, youth meetings, Sunday-School classes, Vacation Bible School, etc. d. Actively engage in Farm to Fork initiatives to increase fruit and vegetable consumption which may include hosting farmers markets on site or using local fresh ingredients in the church's food preparations. 	<p align="center">; Sub-grantee D (years 2-4)</p>	<p>Technical assistance Log, assessment results</p> <p>Strategies and timeline</p>	<p>Report Annually:</p> <p align="center">10/1/2012-9/30/2016</p>
<p>6. Assigned staff will provide technical assistance to the site based on the results of the assessments (outlined in Activity 5). The site leadership will advance, implement and promote healthy environmental changes at the church, such as:</p> <ul style="list-style-type: none"> a. Create an overarching healthy food and beverage policy for church celebrations and meetings. Ensure healthy foods and beverages are provided and limit choices high in fat, sugar, and sodium. b. Initiate a community garden at the church c. Initiate on-going walking clubs for church members. Pursue and establish joint-use agreements with city-schools to create opportunities for increased community physical activity d. Develop a healthy donation and distribution policy for churches operating food pantries or food closets 		<p>Copies of implemented policies, pictures etc.</p>	<p>Report Annually:</p> <p align="center">10/1/2012-9/30/2016</p>

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Activities	Responsible Party	Deliverables	Timeframe
7. Engage church leadership in County Nutrition Action Plan (CNAP), other faith-based work and neighborhood organizations and schools to support and advance healthy changes.		Meeting agendas, contact logs	Report Annually: 10/1/2012- 9/30/2016