

## Agreement

This is a Subcontracting Agreement of the California Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan of the California Department of Public Health, the California Department of Social Services and the United States Department of Agriculture  
**between**

**COUNTY OF RIVERSIDE**

**and**

**CITY OF RIVERSIDE**

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### **I. Purpose and Scope.**

The purpose of this subcontract agreement, hereinafter referred to as “subcontract” or “agreement,” is to clearly identify the roles and responsibilities of each party as they relate to providing nutrition education to Californians participating or eligible to participate in the CalFresh, previously known as the Food Stamp Program in California.<sup>1</sup> California’s Supplemental Nutrition Assistance Program Education (SNAP-Ed) is funded federally by the United States Department of Agriculture (USDA) and administered at the state level by the California Department of Social Services (CDSS) and the California Department of Public Health’s (CDPH’s) *Nutrition Education and Obesity Prevention Branch (NEOPB)*.

The SNAP-Ed program is intended to provide nutrition education to low-income households. To support this goal, County of Riverside Department of Public Health, hereinafter referred to as “COUNTY” or “Grantee”, and City of Riverside, hereinafter referred to as “CITY” or “Sub-grantee”, will conduct nutrition education interventions to eligible families as described in their respective Scope of Work/Deliverables. Allowable services are outlined in the USDA SNAP-Ed Plan Guidance located at the following link:

<http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>

Both COUNTY and CITY should ensure that program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) circulars governing cost issues.

### **II. Period of Performance.**

The term of this agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences October 1, 2016 and terminates September 30, 2019.

### **III. Compensation.**

In consideration of services provided by COUNTY, CITY shall receive compensation for services set forth in Exhibit A, INTEGRATED WORK PLAN/SCOPE OF WORK, and Exhibit B, BUDGET, not to exceed one million, three hundred ninety-six thousand, six hundred fifty-two dollars (\$1,396,652) including all expenses.

### **IV. COUNTY Responsibilities.**

COUNTY shall undertake the following activities during the duration of the agreement term:

1. Ensure adherence of CITY to applicable federal and state laws and regulations and program guidelines.
2. Review and approve all documentation evidencing CITY's performance of services as set forth in the Integrated Work Plan/Scope of Work, attached hereto as Exhibit A, and monitor CITY compliance with the agreement.
3. Provide training and technical assistance to CITY on promising practices and fiscal and programmatic rules and regulations.
4. Promptly reimburse allowable expenses according to the terms and conditions set forth in this agreement according to the following:
  - a. The COUNTY standard payment default terms of 30 days after the submission of the monthly Federal Share invoices to COUNTY.
5. Ensure that CITY's Integrated Work Plan/Scope of Work activities do not supplant existing SNAP-Ed efforts or funding.
6. Review CITY's audit report and, within six months of receipt, issue a management decision on any audit findings. COUNTY will also ensure that CITY takes appropriate and timely corrective action to remain in compliance with federal regulations.

### **V. CITY Responsibilities.**

CITY shall undertake the following activities during the duration of the agreement term:

1. Support and facilitate nutrition education services as outlined in the approved Integrated Work Plan/Scope of Work, attached hereto as Exhibit A, and Budget attached hereto as Exhibit B. Services shall be provided to SNAP eligible participants and potential SNAP eligible participants who have incomes at or below 185% of the federal poverty level (FPL). CITY will be required to designate the sites where services will be provided to ensure the target population is being reached. Site approval must be obtained before services begin. The methods used to qualify the proposed sites include:

- a. School sites within CITY and at least 50% of the students receiving free or reduced price meals.
2. Ensure that Federal Share is not used to supplant existing SNAP-Ed funds or activities.
3. Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in accordance with OMB circulars A-122 and A-133 (for non-profits) or OMB circulars A-87 and A-133 (for State, Local, and Indian Tribal Governments) or OMB circulars A-21 (for Educational Institutions).  
<http://www.whitehouse.gov/omb/circulars/>
4. Furnish project management, contract administration and fiscal control services, including but not limited to:
  - a. Adherence to the approved Integrated Scope of Work and Budget attached.
  - b. Return of this agreement, with the required signatures, within 30 days of its receipt.
  - c. Preparation and submission of approved monthly time log forms for each employee charging personnel costs to the program.
  - d. Preparation and submission of monthly Federal Share invoices to COUNTY according to the following :
    - 1) Monthly Invoices Due Dates:  
DISTRICT shall submit monthly invoices by the 25<sup>th</sup> of the following month to pay prior monthly expenditures.
    - 2) Invoices shall be submitted or emailed to:  
  
County of Riverside Department of Public Health  
Nutrition Services Branch - Attn: Lisa Lin  
4210 Riverwalk Parkway, Suite # 400  
Riverside, CA 92505  
[llin@rivcocha.org](mailto:llin@rivcocha.org)
  - e. Sub-grantee is required to separate, batch and label each set of documentation according to one of the nine line items to which the expense is billed. Batch, attach vendor invoices, bills, receipts for all purchases and label the documentation according to the following line items:
    - 1) Personnel Salaries
    - 2) Fringe Benefits
    - 3) Operating Expenses
    - 4) Equipment Expenses – Not applicable

- 5) Travel and Per Diem
- 6) Subcontracts – Not applicable
- 7) Other Costs
- 8) Indirect Costs

- f. Sub-grantee is required to sign and submit a copy of the fully executed sub-grant agreement and/or consultant agreement to COUNTY.

The following key elements must be included in the sub-grant agreements:

- 1) Name of the parties entering into the agreement.
  - 2) Terms of the agreement.
  - 3) Scope of services or work to be completed, attached here as Exhibit A.
  - 4) Maximum amount payable.
  - 5) Cancellation clause.
  - 6) Record retention clause
  - 7) Copy of the CDPH - Special Terms and Conditions Exhibit D(F), attached hereto as Attachment 1.
  - 8) Information confidentiality and security requirements, attached hereto as Attachment 2.
  - 9) Information systems security requirements for projects, attached hereto as Attachment 3.
- g. Comply with all requests from COUNTY including programmatic and fiscal onsite or desk reviews. Upon request, provide documentation to the COUNTY and follow protocols to ensure compliance with requirements.
  - h. Preparation and submission of On-line Activity Tracking Form (ATF) and Progress Reports as follows:
    - 1) See attached Scope of Work - Exhibit A
    - 2) Activities must be logged by the 7<sup>th</sup> of the following month to track prior month's activities.
    - 3) Semi-annual progress reports will be due early April, date TBD.
    - 4) Annual progress report will be due early October, date TBD.
  - i. Participation in all mandatory trainings and meetings as requested by COUNTY.
  - j. CITY agrees to maintain and preserve files relevant to this agreement, until three years after termination of and final payment is received from the NEOPB to the Grantee. In addition, permit the NEOPB, CDPH, CDSS, USDA or any duly authorized to have access to, examine or audit any pertinent books, documents, papers and fiscal records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records. Any costs that cannot be substantiated by source documentation may be disallowed.

- k. Return any funds necessary to repay USDA for any federal audit exceptions in which DISTRICT has not complied with the requirements of this agreement and applicable state and federal regulations.
- l. Submission of a copy of audited financial statements to COUNTY nine months after the year end. CITY agrees to provide access to auditors to determine compliance with federal regulations.

## **VI. Documentation Approval and Acknowledgements.**

COUNTY and CITY agree that documents prepared by organizations using CDPH funding for external release, in print or other media, or via the Internet, must undergo appropriate review and approval prior to release. Documents prepared by CDPH contractors and subcontractors and intended for publication and distribution by an entity outside of CDPH must receive the necessary departmental approvals prior to publishing or distribution. Concurrent submission to the internal and external review processes is not permitted. Reviews may take up to thirty (30) working days. CDPH has identified the following category of documents intended for external release applicable to nutrition education:

### Health Education/Communication

- One time, periodic, or occasional
- Provides factual information to the public or target audience to prevent disease or improve health status
- Conveys a specific public health message to a select target audience about a specific public health problem or program

### Examples:

- Brochure
- Fact sheet
- Media campaigns and advertisements
- Newsletter
- Fotonovela
- Press release or other press materials
- Public Service Announcement
- Social Networking – Facebook, Twitter, etc.

Materials, whether newly developed or reprinted, must include an appropriate acknowledgement/funding statement.

See the *NEOPB Branding Guidelines Manual* at:

<http://www.cachampionsforchange.cdph.ca.gov/Library/networkbrandhome.php>

for information on approved acknowledgement/funding statements and which types of materials should carry which version of the statement. For materials not listed, contact COUNTY for guidance on which statement is appropriate.

Whenever possible, the *NEOPB* logo should be displayed prominently on all materials produced with *NEOPB* funds. This includes flyers, Web pages, PowerPoint presentations, printed publications, or any other documents. *NEOPB* logos are available in English, Spanish, black and white, color, and in different electronic file formats online in the *Resource Library*  
<http://cdph.ca.gov/programs/cpns/RL/Pages/default.aspx>

Additional Provisions links:

Fiscal and Administrative Guidelines

<http://www.cdph.ca.gov/programs/cpns/Pages/FiscalandADministrativeGuidelinesManual.aspx>

NEOPB Program Letters and any revisions

<http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx>

United States Department of Agriculture, Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance

<http://snap.nal.usda.gov/snap/Guidance/FinalFY2015SNAP-EdGuidance.pdf>

## **VII. Terms and Conditions.**

### **1. Hold Harmless/Indemnification.**

Each party agrees to indemnify, defend, and hold harmless the other party and its officers, directors, trustees, employees, agents (together “Employees and Agents”) from any claim, liability or loss, including reasonable attorneys’ fees arising out of or resulting from the acts or omissions of the indemnifying party or any of its Employees or Agents in connection with this Agreement, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of the non-indemnifying party’s Employees and Agents. Each party shall notify the other party immediately in writing of any claim of injury or damage related to activities performed pursuant to this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities of this Agreement, provided that nothing shall require either party to disclose any documents, records or communications that are protected under the peer review privilege, the attorney-client privilege or the attorney work-product privilege. The provisions of this section shall survive the termination of this Agreement.

### **2. Liability Insurance.**

Without limiting or diminishing the CITY’S obligation to indemnify or hold the COUNTY harmless, CITY shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage’s during the term of this Agreement:

#### **a. Workers’ Compensation:**

If the CITY has employees as defined by the State of California, the CITY shall maintain statutory Workers’ Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers’ Liability

(Coverage B) including Occupational Disease with limits not less than one million dollars \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

b. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury covering claims which may arise from or out of CITY'S performance of its obligations hereunder. Policy shall name all agencies, districts, special districts, and departments of the COUNTY of Riverside, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's. Policy's limit of liability shall not be less than one million dollars \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

c. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CITY shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than one million dollars \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the County of Riverside, its agencies, districts, Special districts, and departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's.

d. General Insurance Provisions - All lines:

- 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- 2) The CITY must declare its insurance self-insured retentions. If such self-insured retentions exceed five hundred, thousand \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self insured retention unacceptable to the COUNTY, and at the election of the Country's Risk Manager, CITY's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

- 3) CITY shall cause CITY's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. *CITY shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsement or policy of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.*
- 4) It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of insurance and policies shall so covenant and shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.
- 5) The COUNTY'S Reserved Rights –Insurance. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work (such as the use of aircraft or watercraft) the COUNTY reserves the right to adjust the type of insurance required herein, if; in the COUNTY Risk Manager's reasonable judgment the amount or type of insurance carried by the CITY has become inadequate
- 6) CITY shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- 7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

### 3. License.

- a. CITY shall, through the term of this Agreement, maintain all licenses necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, County of Riverside, and all other governmental agencies. CITY shall notify COUNTY immediately, in writing, of



inability to obtain or maintain such license. Said inability shall be cause for termination of this Agreement.

- b. CITY shall ensure that CITY'S employees, agents and other subcontractor's performing services under the terms of this Agreement are in compliance with all relative licensing requirements. CITY hereby agrees to notify COUNTY immediately, in writing, of inability of CITY or any of CITY'S employees, agents and other subcontractors, to obtain or maintain such license(s). Said inability shall be cause for termination of this Agreement.
- c. A copy of each such license, permit, approval, waiver, exemption, registration, accreditation, and certificate shall be provided to COUNTY.

#### 4. Nondiscrimination and Eligibility.

CITY shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel, on the basis of ethnic group identification, race, color, creed, ancestry, religion, national origin, physical handicap, medical condition, or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of California Fair Employment and Housing Act (Gov. Code 12900 et. Seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. §1210 et. Seq.) and all other applicable laws or regulations.

#### 5. Conflict of Interest.

CITY and CITY'S employees shall have no interest, and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement

### **VIII. Special Terms and Conditions.**

COUNTY and CITY shall follow all relevant and applicable regulations as specified in the CDPH "Special Terms and Conditions", also known as Exhibit D(F), attached hereto as Attachment 1. These may include, but are not limited to:

- 1. Travel and Per Diem Reimbursement – unless otherwise specified, Party A and Party B will be reimbursed for travel and per diem expenses at rates established by the California Department of Personnel Administration.
- 2. Subcontract Requirements – Not Applicable.
- 3. Lobbying Restrictions – for contracts and subcontracts that equal or exceed \$100,000 in Federal Share.
- 4. Intellectual Property Rights – except where CDPH has agreed in a signed writing to accept a license, CDPH shall be and remain without additional compensation, the

sole owner of any and all rights, title and interest in all Intellectual Property which result directly or indirectly from this Agreement.

#### **IX. Funding.**

1. Federal Share SNAP-Ed funding shall not be used to supplant existing nutrition education funds or activities during the term of the contract.
2. CITY shall provide Federal Share budget documentation as requested by USDA, CDSS, CDPH or COUNTY.
3. Program activities shall not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them.
4. Funding for each federal fiscal year is subject to approval by USDA. If full funding does not become available, CDPH will amend, reduce or cancel the resulting agreement. Continuation of services beyond the first fiscal year is subject to COUNTY and CITY continued successful performance.

#### **X. Modification and Termination.**

1. This agreement may be cancelled or terminated without cause by either party by giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
2. Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.
3. It is mutually agreed that if the Federal Budget of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State and COUNTY shall have no liability to pay any funds whatsoever to CITY; and CITY shall not be obligated to perform any provisions of this Agreement for which they are not reimbursed.
4. If funding for any fiscal year is reduced or deleted by the Federal Budget for purposes of this program, the State and COUNTY shall have the option to either cancel this Agreement with no liability occurring to the State or COUNTY, or offer an agreement amendment to CITY to reflect the reduced agreement.

#### **XI. Notices.**

Any notices required to be given under this agreement shall be given by regular mail, postage prepaid, addressed as follows:

**COUNTY:**

Riverside County Department of Public Health  
Procurement and Logistics  
4065 County Circle Drive  
Riverside, California 92503

**CITY:**

City of Riverside  
3900 Main Street  
Riverside, CA 92522

**and a copy to:**

Riverside County Department of Public Health  
Nutrition Services Branch  
4210 Riverwalk Parkway, Suite #400  
Riverside, California 92505

Or to such other address (es) as the Parties may hereafter designate.

**XII. Effective Date and Signature.**

This agreement shall be effective upon the signature of COUNTY and CITY authorized officials. It shall be in force from October 1, 2016 to September 30, 2019. COUNTY and CITY indicate agreement with their signatures.

**COUNTY**

**CITY**

\_\_\_\_\_

\_\_\_\_\_

John J. Benoit, Chairman of the Board of  
Supervisors

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

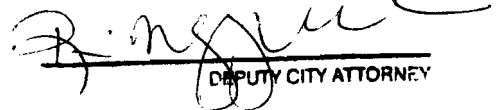
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Date

\_\_\_\_\_  
Date

ATTEST:

By \_\_\_\_\_  
Kecia Harper-Ihem, Clerk

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

## Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year  
Integrated Work Plan  
FFY 2017–2019

City of Riverside  
#16-125

**SECTION A: OVERVIEW****1. SNAP-Ed Implementing Agency (counterpart local agency) Names**

	California Department of Social Services: CDSS: (County Welfare Departments: CWD)
X	University of California: UC CalFresh UCCE: UC Cooperative Extension: UC CalFresh (UCCE)
X	California Department of Public Health: CDPH: County of Riverside, Department of Public Health (DOPH) <i>(Local Health Department [LHD] subcontractor: City of Riverside)</i>
X	California Department of Aging: CDA: County of Riverside, Office on Aging PSA21 (AAA)
X	Catholic Charities of California: CCC: Catholic Charities of San Bernardino & Riverside Counties (CCC)

**2. State Level Goals and Objectives****Overall State Level Goal and Focus**

The California SNAP-Ed goal is to improve the likelihood that persons eligible for SNAP-Ed will make healthy food and physical activity choices within a limited budget consistent with the current *Dietary Guidelines for Americans* and *Physical Activity Guidelines for Americans*.

California SNAP-Ed focuses on preventing nutrition and activity-related chronic diseases and improving food security among persons eligible for SNAP-Ed by:

- Providing information and education to promote food resource management, healthy eating, and a physically active lifestyle, and
- Creating supportive food and activity environments in collaboration with community partners in order to make healthy choices easier where people eat, live, learn, work, play, and shop.

**Behavioral Outcomes****Goal 1: Increase Consumption of Healthy Foods and Beverages and Decrease Consumption of Unhealthy Foods and Beverages**

- **Objective 1a:** Annually improve the dietary quality of meals and snacks consumed by the SNAP-Ed eligible population consistent with the current *Dietary Guidelines for Americans*.
- **Objective 1b:** Annually increase consumption of fruits and vegetables among the SNAP-Ed eligible population.
- **Objective 1c:** Annually decrease consumption of added sugar from food and beverages among the SNAP-Ed eligible population.

**Goal 2: Increase Physical Activity**

- **Objective 2:** Annually increase physical activity among the SNAP-Ed eligible population consistent with the current *Physical Activity Guidelines for Americans*.

## Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year  
Integrated Work Plan  
FFY 2017–2019City of Riverside  
#16-125**Goal 3: Improve Food Resource Management**

- **Objective 3a:** Annually improve resource management behaviors<sup>[1]</sup> among the SNAP-Ed eligible population.
- **Objective 3b:** Annually increase food security<sup>[2]</sup> among the SNAP-Ed eligible population.

## Physical &amp; Social Environment Outcomes

**Goal 4: Increase access to and/or appeal<sup>[3]</sup> of healthy dietary choices and decrease access to and/or appeal of unhealthy dietary choices where people eat, live, learn, work, play, or shop.**

- **Objective 4a:** Annually improve<sup>[4]</sup> food environments at SNAP-Ed eligible sites.
- **Objective 4b:** Annually improve the proportion of healthy to unhealthy food environments in SNAP-Ed eligible communities.

**Goal 5: Increase access to and/or appeal<sup>[3]</sup> of physical activity opportunities for SNAP-Ed eligible populations.**

- **Objective 5a:** Annually improve<sup>[4]</sup> environments and opportunities for physical activity at SNAP-Ed eligible sites.
- **Objective 5b:** Annually increase physical activity opportunities and improved environments community-wide in SNAP-Ed eligible communities.

<sup>1</sup> Behaviors, such as reading labels, shopping with a list and comparing prices to maximize use of limited resources to support a healthy diet.<sup>2</sup> Defined as not running out of food at the end of the month.<sup>3</sup> Defined as availability, affordability, appropriateness to priority population, variety, quality, and marketing strategies such as placement, point of decision prompts, healthy defaults, and promotion.<sup>4</sup> Defined as a combination of introducing healthy changes at new sites and deepening or maintaining changes at existing sites.**3. Jurisdiction Description**

Intentionally omitted, for the complete jurisdiction description, refer to County of Riverside Department of Public Health Integrated Work Plan.

**4. Community Assessment**

Intentionally omitted, for the complete community assessment, refer to County of Riverside Department of Public Health Integrated Work Plan.

**5. Community Change Goals**

Intentionally omitted, for the complete community change goals, refer to County of Riverside Department of Public Health Integrated Work Plan.

**6. Partnerships and Collaborative Efforts [County Nutrition Action Plan (CNAP) Partners or Comparable]**

Intentionally omitted, for the complete partnerships and collaborative efforts, refer to County of Riverside Department of Public Health Integrated Work Plan.

**Supplemental Nutrition Assistance Program Education (SNAP-Ed)****Three-Year  
Integrated Work Plan  
FFY 2017–2019****City of Riverside  
#16-125****7. Key Messages (X all that apply).**

Intentionally omitted, for complete key messages, refer to County of Riverside Department of Public Health Integrated Work Plan.

**8. Educational Materials, Resources and Curriculum**

All educational materials, resources and curriculum selected for Riverside County's FFY17-FFY19 work plan come from the California SNAP-Ed Integrated Curricula List and/or the SNAP-Ed Strategies and Interventions: An Obesity Prevention Toolkit for States, available at: <https://snaped.fns.usda.gov/snap/SNAP-EdInterventionsToolkit.pdf>.

**9. Intervention and Evaluation Plan Narrative Summary**

Intentionally omitted, for the complete intervention and evaluation plan narrative summary, refer to County of Riverside Department of Public Health Integrated Work Plan.

**Intervention Summary**

Just as in FFY16, LHD will continue to subcontract funds to four targeted communities: Riverside (City of Riverside), Perris (City of Perris), Jurupa Valley (Reach Out and Jurupa Unified School District [JUSD]) and Desert Hot Springs (Desert Healthcare District) for FFY17-FFY19. Together, the four Local Implementing Agencies (LIAs) and LHD subcontractors will collaborate to deliver evidenced-based obesity prevention programs and identify policy, systems and environmental (PSE) change strategies utilizing multi-level interventions and public health approaches.

Over the next three years, the four LIA partners and subcontractors will address four local objectives. Each of these local objectives will focus on an environmental setting (LIVE, LEARN, SHOP, PLAY and EAT) and together will have a broader reach of children, adults and seniors. Interventions will include nutrition education, both direct and indirect, and support PSE strategies to be more effective in addressing obesity in the county's SNAP-Ed population. The information gathered in the jurisdiction description assisted the LIA partners in identifying which communities within the county had the greatest need for concentrated interventions. Areas of the county identified as "poverty pockets" are the primary focus. Poverty pockets are defined as cities with higher percentages of people living below poverty level, compared to the county average of 16.9%. We will coordinate activities to complement each other if we serve the same areas so there is no overlap.

**Supplemental Nutrition Assistance Program Education (SNAP-Ed)****Three-Year  
Integrated Work Plan  
FFY 2017–2019****City of Riverside  
#16-125****Objective 1 (LIVE, PLAY, EAT)**

LIAs will be addressing interventions conducted where people **Live, Play and Eat**. Together, the four SNAP-Ed funded agencies will collaborate to address the needs of SNAP-Ed individuals in seven qualifying communities to promote healthy food and beverage strategies, increase skills and attitudes towards healthy eating, active living, and resource management. Year 1 will focus on building partnerships to support the interventions in five qualifying communities, and then in year 2 we will continue collaborating and building partnerships and add an additional community and then do the same in year 3, for a total of seven communities by 2019. Objective 1 will allow us to work with SNAP-Ed individuals of all ages; LHD and UCCE will reach children, youth and adults through parks, community centers, youth centers, and/or faith based organizations and CCC and AAA will reach adults and seniors participating in community centers, congregate meal sites and faith based organizations. UCCE is currently working with the Torres Martinez Indian Reservation (Thermal/Salton City area) to provide direct and indirect education to youth and adults. They will continue to build on this relationship in the next three years. In FFY16, LHD made a connection with the Morongo Band of Mission Indians (Banning/Cabazon area) and had the opportunity to participate in an event on the reservation. In FFY17, we hope to build this partnership and provide direct and indirect education over the next three years.

All LIAs and the LHD subcontractors will conduct direct education using a combination of single session and class series, workshops and spotlight education, as appropriate. From past experience, we found that not every participant is at the same stage of change and a brief 15-minute educational session (spotlight) could be effective in delivering a focused message. When possible, indirect education in the form of posters, videos, brochures and online resources/social media will be used to reinforce the messages SNAP-Ed individuals received through direct education. We plan to use different PSE strategies to complement direct and indirect education including a community garden, sharing of model healthy food and beverage standards and hydration stations to increase access to water, and create awareness and facilitate opportunities for physical activity through the use of stencils, bingo and physical activity classes.

LHD plans to identify "Community Champions" such as residents, physicians, community based partners or stakeholders who can advocate for healthy changes in these same seven communities. LHD will utilize the champions to be guest speakers at NEOPB signature events; such as Latino Health Awareness Month, Black Health Awareness Month or Food Day events. Through the advocacy of "Community Champions" LHD hopes to inspire and empower others in the community to make healthy changes, just as the champions did themselves.

LHD subcontractors will build on the successes from FFY15 and FFY16 and continue to leverage funding from community partners. The City of Riverside, a LHD funded subcontractor, has been successful in leveraging outside funding through the Kaiser Permanente HEAL Zone grant to advance PSE work in two CX<sup>3</sup> neighborhoods by installing outdoor fitness equipment at Bordwell and Lincoln Parks and a preschool playground at Bobby Bonds Park. The city also capitalized the momentum of the Healthy Food and Beverage policy that first started in youth programs, leading to the city council adopting a city-wide vending and procurement policy.

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The City of Perris, another LHD funded subcontractor, worked with the Safe Routes to School program in Riverside County to apply for the Active Transportation Program grant and was awarded infrastructure funds for street improvements near schools in the CX<sup>3</sup> neighborhood for enhanced walkability. Most recently, City of Perris and Eastern Municipal Water District have partnered on a "Perris Green City Farm program" which will feature a learning garden to teach residents low-cost gardening concepts. LHD will be collaborating with the program to provide nutrition education along with a UC Cooperative Extension Master Gardener. UC CalFresh has been partnering with the Community Settlement Association (CSA) to revitalize and expand their community garden to grow produce for families at the CSA food pantry. This project has received funding from the Kaiser Permanente HEAL Zone grant through Riverside Community Health Foundation to expand the garden. UC CalFresh will be leading this project with a team of Master Gardeners in the next three years. UC CalFresh has also been working with youth centers including the Boys and Girls Clubs and Youth Opportunity Centers. They plan to introduce a garden component at three sites by 2019. Office on Aging will continue to implement a "Bingocize" train-the-trainer model, to promote physical activity in the senior population at congregate meal sites. Catholic Charities will continue to engage residents in the development of community gardens and encourage families to use their CalFresh benefits to purchase seeds to start up their home gardens.

**Objective 2 (LEARN K-12)**

LHD and subcontractors along with UCCE will work collaboratively to provide interventions in the **Learn (K-12)** setting. UCCE plans to work with the following school districts: Coachella Valley Unified, Alvord Unified (Riverside area), Val Verde (Perris and Moreno Valley areas) Unified, Banning Unified and Palm Springs Unified. UCCE's focus will be on Coachella and Alvord since they have been building a strong relationship at the district level over the years. LHD and subcontractors plan to work with the following school districts: Desert Sands Unified, Riverside Unified, Jurupa Unified, Palm Springs Unified, San Jacinto Unified, Alvord Unified, Moreno Valley Unified, Perris Elementary, Perris Union High, Banning Unified and Val Verde Unified. To meet the needs of the school districts, LHD and UCCE will work together to ensure that elementary, middle and high schools in those districts receive interventions without overlapping services. For example, at Alvord, Banning and Val Verde Unified, UCCE will focus on middle and high schools, while LHD will focus on elementary schools.

The LHD, their subcontractors and UCCE will conduct direct education using a combination of single session and class series, as appropriate for the grade level. Both agencies will participate in school events, such as Open House, Back-to-School, Walk to School Day and Wellness Day events to provide indirect education. LHD will leverage the Safe Routes to School program in Riverside County and encourage the schools that are receiving SNAP-Ed interventions to participate in the Walk to School Day events to encourage physical activity. Schools will also be provided with additional indirect education through the display of posters and/or murals with healthy eating and active living messages to once again reinforce direct education messages.

PSE efforts have been enhanced through the efforts of LHD subcontractors by seeking external funding to support the NEOPB initiatives in schools. Alvord Unified has been recognized by the Alliance for a Healthier Generation for their programming, training and policy work towards



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active, healthy schools and have been awarded funds to build on PSE efforts in the future. Jurupa Unified is frequently in pursuit of additional funding sources to supplement fitness opportunities for students (such as 100 Mile Club, soccer intramurals, elementary school tracks and soccer goals) as well as partnering for school food pantries, school-based health centers, and stipends for wellness leaders on campus. Desert Healthcare District has established an innovative collective impact project, providing swim lessons and nutrition education to third graders across Palm Springs Unified, with the investment and backing of several key community partners. Riverside Unified continues to grow the number of elementary school sites hosting “Kids Produce Market” (a monthly food distribution for students attending specific low-income schools), in cooperation with Feeding America. City of Perris has contributed to a successful grant application for Safe Routes to School infrastructure funds to improve walkability at a local school. UCCE/UC CalFresh has been working on school garden projects and has started Smarter Lunchrooms Movement (SLM) with two schools in Coachella Valley Unified as well as helped them secure the USDA Team Nutrition SLM grant. In the next 3 years, UC CalFresh plans to pilot Shaping Healthy Choices Program, one school per year. The Shaping Healthy Choices Program, from UC Davis Center for Nutrition in Schools, is a multi-component, school-based intervention that was developed to improve children’s health. The program integrates nutrition education with school wellness policy and other PSE components to sustain positive student health outcomes.

As the LHD and subcontractors implement SNAP-Ed activities, they will identify "School Champions" such as students, parents, faculty or counselors who advocate for healthy change in their schools. These "School Champions" will be invited to take a leadership role for school events like Walk to School Day and Wellness Days to empower others to make healthy changes. With each passing year, UCCE, LHD and subcontractors will continue providing direct education, with greater emphasis on integrating more into PSE strategies. We will work with the targeted school districts to take the comprehensive school health approach to the next level as much as possible. In 2017, LHD and UCCE will begin the planning and coordination phase for school gardens, SLM, Access to Water, and stencils. By 2018, both LIAs will establish or revitalize 5 school gardens, 4 SLM sites, 3 Access to Water sites, and 3 stencil sites. In 2019, LHD and UCCE will support the existing sites and in addition will add 5 school gardens, 4 SLM sites, 3 Access to Water sites and 4 stencil sites. Both LHD and UCCE plan to promote physical activity and active recess, including CATCH/SPARK activities, facilitate the painting of murals or playground stencils, and advocate for healthy food and beverages and water access at school sites.

#### **Objective 3 (LEARN PreK)**

Intentionally omitted, not applicable to the City of Riverside.

#### **Objective 4 (SHOP)**

UCCE, CCC and LHD and their subcontractors will work collaboratively to provide interventions where SNAP-Ed families **Shop**. CCC and UCCE will provide direct education through classes and spotlight education at food pantries and/or emergency food sites. Indirect education will be provided by LHD, UCCE and CCC, through distribution of posters, brochures and online resources/social media, Harvest of the Month handouts

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and recipe cards to promote awareness of food assistance programs and tips for storage and preparation of food pantry items. LHD will identify retail grocery stores in the "poverty pocket" cities and small markets in the Eastside/Riverside CX<sup>3</sup> neighborhood. Through retail merchandising materials and healthy retail strategies, LHD will increase fruit and vegetable awareness, including common marketing tactics of improving display, pricing, variety and quality. Retail partners, such as Cardenas and Rio Ranch Markets, are energetic partners in hosting store tours, Fruit and Veggie Fest events and have a strong potential for comprehensive PSE work to connect directly with residents as they shop.

Moreover, all four LIAs plan to collaborate with Feeding America to encourage healthy food access at food pantries in the "poverty pocket" areas, and coordinate with partners to bring attention and potential funding to areas with limited options for dependable emergency food, and to offer supplementary programs and services when appropriate. Jurupa, Alvord and Riverside Unified school districts have been successful at food distribution to students and families, meeting the needs of food insecurity in a forum that can provide education and environmental supports. School food pantries or distribution events can provide a meaningful link to healthy food access, bridging the gap between shop and learn objectives. In 2017, LHD, UCCE and CCC will assess, plan and coordinate healthy retail and emergency food PSE efforts. By 2018, at least 10 retail stores will adopt healthy signage, at least 1 store will implement a healthy checkout aisle and 2 food pantries will adopt a PSE change. In 2019, the three LIAs will continue supporting the existing sites, 2 additional retail sites will implement a healthy checkout aisle and 3 additional food pantries will adopt a PSE change. Our goal in the next three years is to provide food pantry volunteers and facilities with technical assistance and support to prioritize healthy eating within the emergency food system, including nutrition education and helpful information to complement the needs and build the resource management skills of families receiving food.

With the interventions outlined above in the four local objectives in various settings (Live, Eat, Play, Learn, and Shop), all four LIA partners will reach all age groups of the SNAP-Ed eligible population using the three approaches: direct and indirect nutrition education, PSE change, and media and communications. During this three year period, we will form partnerships, provide training, engage communities, seek local champions and leverage funds to contribute towards physical and social environment outcomes and behavioral outcomes in the California SNAP-Ed Theory of Change Model.

**Evaluation Narrative Summary**

Intentionally omitted, for the complete evaluation narrative summary, refer to County of Riverside Department of Public Health Integrated Work Plan.

**SECTION B: Target Audience Description**

The target population is SNAP-Ed participants and those eligible up to 185% Federal Poverty Level. For the complete target audience description, refer to County of Riverside Department of Public Health Integrated Work Plan.

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**SECTION C: INTERVENTION PLAN****I. Three-Year SNAP-Ed Local Objective #1 (FFY 2017–FFY 2019):**

*Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)*

By September 30, 2019, SNAP-Ed qualifying communities will make changes to the physical environment and /or policies to support improved nutrition and physical activity behaviors among residents. **(LIVE, PLAY & EAT)**

**SNAP-Ed State Goals (check all that apply):**

X	<b>Goal 1:</b> Food and Beverages (Behavioral)
X	<b>Goal 2:</b> Physical Activity (Behavioral)
X	<b>Goal 3:</b> Food Resource Management (Behavioral)
X	<b>Goal 4:</b> Access to and/or appeal of dietary choices(Physical and Social Environmental)
X	<b>Goal 5:</b> Access to and/or appeal of physical activity opportunities (Physical and Social Environmental)

**II. PSE Strategy(ies) that support the Three-Year SNAP-Ed Local Objective listed above:**

- Healthy Food and Beverage Standards
- Community Gardens
- Access to Water
- Environmental Support to Promote Physical Activity / Stencils
- Signage and Marketing of Food and Nutrition Assistance Program

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Activity Number	Activity Description	Intervention Categories*		Time Frame: Year & Quarter** <i>Check all that apply</i>	Documentation
1.1	Establish and maintain communication with community partners and stakeholders to provide linkages and coordination of efforts to address food security, healthy eating, active living and awareness of and participation in food assistance programs: such as coalition meetings, County Nutrition Action Plan, Riverside County Health Coalition, Fit, Fresh and Fun Forum, and Riverside Food Systems Alliance, etc.	<div><div></div><div>CED</div></div> <div><div></div><div>CEI</div></div> <div><div></div><div>MPR</div></div> <div><div>X</div><div>C&amp;C</div></div> <div><div></div><div>TTA</div></div>	<div>Year 1</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div> <div>Year 2</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div> <div>Year 3</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div>	Submit: ATF, meeting agenda/notes, emails	
1.2	Conduct direct nutrition education classes (includes single class and series) to reach city of Riverside SNAP-Ed individuals at community centers, youth centers, FQHC, faith-based organizations, and/or parks using SNAP-Ed approved materials. <ul style="list-style-type: none"><li>Year 1 - reach at least 5,200 SNAP-Ed individuals</li><li>Year 2 - reach at least 4,600 SNAP-Ed individuals</li><li>Year 3 - reach at least 4,160 SNAP-Ed individuals</li></ul> <b>All direct education from Activities 1.2 and 2.2 will be combined and count towards the expected annual reach number.</b>	<div><div>X</div><div>CED</div></div> <div><div></div><div>CEI</div></div> <div><div></div><div>MPR</div></div> <div><div></div><div>C&amp;C</div></div> <div><div></div><div>TTA</div></div>	<div>Year 1</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div> <div>Year 2</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div> <div>Year 3</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div>	Submit: ATF, sign-in sheet, class flyer, data cards	
1.3	Conduct indirect nutrition education activities through events to reach city of Riverside SNAP-Ed individuals at community centers, youth centers, FQHC, faith-based organizations, and/or parks using SNAP-Ed approved materials. <ul style="list-style-type: none"><li>Annually, reach at least 7,000 SNAP-Ed individuals.</li><li>Annually, host one NEOPB signature event.</li></ul> <b>All indirect education from Activities 1.3, 2.3 and 4.3 will be combined and count towards the expected annual reach number.</b>	<div><div></div><div>CED</div></div> <div><div>X</div><div>CEI</div></div> <div><div>X</div><div>MPR</div></div> <div><div></div><div>C&amp;C</div></div> <div><div></div><div>TTA</div></div>	<div>Year 1</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div> <div>Year 2</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div> <div>Year 3</div> <div><div>Q1</div><div>Q2</div><div>Q3</div><div>Q4</div></div> <div><div>X</div><div>X</div><div>X</div><div>X</div></div>	Submit: ATF, event flyer, community event summary	

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1.4	<p>Provide posters, videos, and/or brochures to reach city of Riverside SNAP-Ed individuals at community centers, youth centers, FQHC, faith-based organizations, and/or parks using SNAP-Ed approved materials.</p> <ul style="list-style-type: none"><li>Annually reach at least 20,000 SNAP-Ed individuals.</li></ul> <p>Includes notification of SNAP-Ed classes and events and promotion of Food and Nutrition Assistance Programs.</p> <p><b>All indirect education from Activities 1.4 and 2.4 will be combined and count towards the expected annual reach number.</b></p>	<table><tr><td></td><td>CED</td></tr><tr><td>X</td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED	X	CEI		MPR		C&C		TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, Poster report form with photo
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1.5	<p>Utilize social media and website platforms and pursue local media and public relations efforts to support, NEOPB media campaign, NEOPB signature events, community events, NEOP activities and/or increase awareness of SNAP-Ed programs in the city of Riverside.</p> <p>Includes notification of SNAP-Ed classes and events and promotion of Food and Nutrition Assistance Programs.</p>	<table><tr><td></td><td>CED</td></tr><tr><td>X</td><td>CEI</td></tr><tr><td>X</td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED	X	CEI	X	MPR		C&C		TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, screen shot, press release/media article
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1.6	<p>Identify and involve community residents, physicians, partners and/or stakeholders as "Champions" who are empowered to advocate for healthy changes in their neighborhoods.</p> <ul style="list-style-type: none"><li>Annually, identify three community "champions".</li></ul> <p><b>Activities in 1.6 and 2.6 will be combined and count towards the three required "champions."</b></p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td>X</td><td>MPR</td></tr><tr><td>X</td><td>C&amp;C</td></tr><tr><td>X</td><td>TTA</td></tr></table>		CED		CEI	X	MPR	X	C&C	X	TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: Champion profile
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1.7	<p>Provide technical assistance and training on PSE efforts such as; Community Gardens, Healthy Food and Beverage Standards, Environmental Supports to promote Physical Activity (stencils and walkability), and/or Summer Feeding Programs at city of Riverside community sites.</p> <ul style="list-style-type: none"><li>Annually, be working on two PSE efforts in the community</li></ul> <p><b>Community Garden</b> - Establish and/or revitalize community gardens to encourage participants to grow their own food and/or increase consumption of locally grown food.</p> <p><b>Healthy Food and Beverage Standards/Access to Water</b> – Support partners with model policies on vending, procurement and hydration stations to increase access to healthier options.</p> <p><b>Physical Activity</b> - Create awareness and facilitate the use of stencils and CATCH/SPARK curriculum, as well as participation in physical activity classes, to increase active play.</p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td>X</td><td>C&amp;C</td></tr><tr><td>X</td><td>TTA</td></tr></table>		CED		CEI		MPR	X	C&C	X	TTA	<table><tr><td colspan="4">Year 1</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 2</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 3</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, training agenda / sign-in sheet, notes / email, PSE report
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1.8	<p>Provide technical assistance and training on SNAP-Ed approved materials such as; Rethink Your Drink, Harvest of the Month, Physical Activity curriculums (CATCH/SPARK), PowerPlay, etc. for community partners.</p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td>X</td><td>C&amp;C</td></tr><tr><td>X</td><td>TTA</td></tr></table>		CED		CEI		MPR	X	C&C	X	TTA	<table><tr><td colspan="4">Year 1</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 2</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 3</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, agenda, sign-in sheet
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1.9	<p>Coordinate youth and/or resident projects in the city of Riverside to increase awareness, knowledge, and attitudes about nutrition and physical activity related environmental factors and to empower communities to advocate for healthy changes. Present findings to community stakeholders. Projects may include Communities of Excellence – (CX<sup>3</sup>), photovoice, and Youth Participatory Action Research (YPAR).</p> <ul style="list-style-type: none"><li>• Year 1 – one Community Engagement Project and Resident Forum</li><li>• Year 2 – one Community Engagement Project</li></ul> <p>(Youth and/or resident projects may occur in a school or community setting.)</p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td>X</td><td>C&amp;C</td></tr><tr><td>X</td><td>TTA</td></tr></table>		CED		CEI		MPR	X	C&C	X	TTA	<p>Year 1</p> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <p>Year 2</p> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <p>Year 3</p> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4					Submit: ATF, sign-in sheet, community presentation / findings, photos
	CED																																					
	CEI																																					
	MPR																																					
X	C&C																																					
X	TTA																																					
Q1	Q2	Q3	Q4																																			
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Q1	Q2	Q3	Q4																																			
X	X	X	X																																			
Q1	Q2	Q3	Q4																																			
1.10	<p>Conduct a final re-assessment of the Eastside (CX<sup>3</sup>) Community in year 3, using the CX<sup>3</sup> survey tools.</p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td>X</td><td>C&amp;C</td></tr><tr><td>X</td><td>TTA</td></tr></table>		CED		CEI		MPR	X	C&C	X	TTA	<p>Year 1</p> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p>Year 2</p> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p>Year 3</p> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td>X</td><td>X</td></tr></table>	Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4			X	X	Submit: ATF, CX <sup>3</sup> surveys, data sheets
	CED																																					
	CEI																																					
	MPR																																					
X	C&C																																					
X	TTA																																					
Q1	Q2	Q3	Q4																																			
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		X	X																																			

**\*Intervention Categories Legend**

CED = Community/Nutrition and Physical Activity Education Direct; CEI = Community/Nutrition and Physical Activity Education Indirect; MPR = Media, Social Media, Public Relations and Messaging; C&C = Coordination and Collaboration; TTA = Training and Technical Assistance

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

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

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

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## Evaluation Activities (FFY 2017 - FFY 2019)

Activity Number	Evaluation Activity Description	Formative	Process	Outcome or Impact	Time Frame: Year & Quarter** Check all that apply	Tool/Documentation																								
E.1.1	Track and report all partner communication, direct and indirect education, social media, and training activities conducted in Activity 1.1, 1.2, 1.3, 1.4, 1.5 and 1.8.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div>Year 1</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 2</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 3</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<div><input checked="" type="checkbox"/> EARS/ATF</div> <div><input type="checkbox"/> PSE RE-AIM Report</div> <div>List other:</div>
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											
E.1.2	Summarize progress of PSE efforts; including Community Gardens, Healthy Food and Beverage Standards, Environmental Supports to promote Physical Activity (stencils and walkability), and/or Summer Feeding Program for Activity 1.7.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div>Year 1</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 2</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 3</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<div><input checked="" type="checkbox"/> EARS/ATF</div> <div><input checked="" type="checkbox"/> PSE RE-AIM Report</div> <div>List other: Success story, photos</div>
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											
E.1.3	Provide technical assistance to NEOP funded staff, subcontractors, "Champions" and partners as requested, in addition to scheduled conference calls and/or in-person meeting, trainings, webinars, and observations to promote skill building, sharing of best practices, and advancement of obesity prevention efforts for Activity 1.2, 1.3, 1.6, 1.7, 1.8 and 1.9.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div>Year 1</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 2</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 3</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<div><input checked="" type="checkbox"/> EARS/ATF</div> <div><input type="checkbox"/> PSE RE-AIM Report</div> <div>List other:</div>
Q1	Q2	Q3	Q4																											
X	X	X	X																											
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E.1.4	Use Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX <sup>3</sup> ) assessment tools in Year 3 to evaluate environmental changes in the Eastside Community for Activity 1.10.		X	X	<div>Year 1</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <div>Year 2</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <div>Year 3</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td>X</td><td>X</td></tr></table>				Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4					Q1	Q2	Q3	Q4			X	X	<table><tr><td>X</td><td>EARS/ATF</td></tr><tr><td></td><td>PSE RE-AIM Report</td></tr></table> <div>List other: CX<sup>3</sup> survey tools</div>	X	EARS/ATF		PSE RE-AIM Report
		Q1	Q2	Q3	Q4																																
		Q1	Q2	Q3	Q4																																
		Q1	Q2	Q3	Q4																																
				X	X																																
		X	EARS/ATF																																		
			PSE RE-AIM Report																																		

## SECTION C: INTERVENTION PLAN

### I. Three-Year SNAP-Ed Local Objective #2 (FFY 2017–FFY 2019):

*Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)*

By September 30, 2019, City of Riverside will work with the two school districts to make physical changes to support healthy school environments and improve nutrition and physical activity behaviors amongst students, parents and teachers. (**LEARN K-12**)

#### SNAP-Ed State Goals (*check all that apply*):

X	<b>Goal 1:</b> Food and Beverages (Behavioral)
X	<b>Goal 2:</b> Physical Activity (Behavioral)
X	<b>Goal 3:</b> Food Resource Management (Behavioral)
X	<b>Goal 4:</b> Access to and/or appeal of dietary choices (Physical and Social Environmental)
X	<b>Goal 5:</b> Access to and/or appeal of physical activity opportunities (Physical and Social Environmental)

### II. PSE Strategy(ies) that support the Three-Year SNAP-Ed Local Objective listed above:

- School Gardens
- School Wellness Policies
- Smarter Lunchrooms Movement
- Access to Water
- Environmental Support to Promote Physical Activity / Safe Routes to School / Stencils
- Signage and Marketing of Food and Nutrition Assistance Programs

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Activity Number	Activity Description	Intervention Categories*		Time Frame: Year & Quarter** <i>Check all that apply</i>	Documentation																								
2.1	<p>Establish and maintain communication with CNAP partners, School Wellness Committees and community based partners to build capacity for policy, systems and environmental change efforts; such as School Wellness, Smarter Lunchrooms Movement, School Gardens, Safe Routes to School, Summer Feeding, Emergency Food and Access to Water, etc.</p> <p>May include access to water, healthy classroom celebrations and fundraisers, breakfast in the classroom and/or afterschool snacks.</p> <p>Provide school partners with information on food assistance programs to increase awareness and participation.</p>	<div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div>X</div></div> <div><div></div></div>	<div>CED</div> <div>CEI</div> <div>MPR</div> <div>C&amp;C</div> <div>TTA</div>	<div>Year 1</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 2</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 3</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, meeting agendas, notes, emails
Q1	Q2	Q3	Q4																										
X	X	X	X																										
Q1	Q2	Q3	Q4																										
X	X	X	X																										
Q1	Q2	Q3	Q4																										
X	X	X	X																										
2.2	<p>Conduct direct nutrition education classes (includes single class and series) in the two school districts to reach students and/or adults at a minimum of 20 K-12 schools and/or afterschool programs using SNAP-Ed approved materials.</p> <ul style="list-style-type: none"><li>See Activity 1.2 for annual reach.</li></ul> <p>Annually, City of Riverside will conduct one youth Impact / Outcome Evaluation (IOE) project. See E2.4 for annual reach numbers.</p> <p><b>All direct education from Activities in 2.2 will be combined with Activity 1.2 and count towards the expected annual reach number.</b></p>	<div>X</div> <div></div> <div></div> <div></div> <div></div>	<div>CED</div> <div>CEI</div> <div>MPR</div> <div>C&amp;C</div> <div>TTA</div>	<div>Year 1</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 2</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <div>Year 3</div> <table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Submit: Sign-in sheet/student roster, data cards (adults), flyer, ATF, IOE evaluation report, and annual IOE plan
Q1	Q2	Q3	Q4																										
X	X	X	X																										
Q1	Q2	Q3	Q4																										
X	X	X	X																										
Q1	Q2	Q3	Q4																										
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2.3	<p>Conduct indirect nutrition education activities in the two school districts reaching students and/or adults through participation in school events: such as Open House, Back-to-School, Walk to School Day, Wellness Day events at K-12 schools using SNAP-Ed approved materials.</p> <ul style="list-style-type: none"><li>See Activity 1.3 for annual reach.</li></ul> <p><b>All indirect education from Activities 1.3, 2.3 and 4.3 will be combined and count towards the expected annual reach number.</b></p>	<table><tr><td></td><td>CED</td></tr><tr><td>X</td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED	X	CEI		MPR		C&C		TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, flyer, photos, community event summary
	CED																																																	
X	CEI																																																	
	MPR																																																	
	C&C																																																	
	TTA																																																	
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2.4	<p>Annually, provide SNAP-Ed approved flyers, posters and/or brochures in the two school districts to at least 20 K-12 schools and/or after school programs, to reach students with healthy eating and physical activity messages.</p> <ul style="list-style-type: none"><li>See Activity 1.4 for annual reach.</li></ul> <p>May include notification of SNAP-Ed classes and events and promotion of Food and Nutrition Assistance Programs; such as WIC, CalFresh, and/or Summer Meals.</p> <p><b>All indirect education from Activities 1.4 and 2.4 will be combined and count towards the expected annual reach number.</b></p>	<table><tr><td></td><td>CED</td></tr><tr><td>X</td><td>CEI</td></tr><tr><td>X</td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED	X	CEI	X	MPR		C&C		TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X		Year 2				Q1	Q2	Q3	Q4	X	X	X		Year 3				Q1	Q2	Q3	Q4	X	X	X		Submit: ATF, poster report form with photo
	CED																																																	
X	CEI																																																	
X	MPR																																																	
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X	X	X																																																
2.5	<p>Utilize social media and website platforms to highlight local coverage and public relations efforts to support SNAP-Ed activities at K-12 schools in the two school districts.</p> <p>May include notification of SNAP-Ed classes and events and promotion of Food and Nutrition Assistance Programs; such as WIC, CalFresh, and/or Summer Meals.</p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td>X</td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED		CEI	X	MPR		C&C		TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X		Year 2				Q1	Q2	Q3	Q4	X	X	X		Year 3				Q1	Q2	Q3	Q4	X	X	X		Submit: ATF, social media screen shot, press release/media article
	CED																																																	
	CEI																																																	
X	MPR																																																	
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2.6	<p>Identify and involve students, parents, caretakers, and/or school faculty as "Champions" who are committed to improving their school environment and promoting nutrition and physical activity.</p> <p><b>Activities in 1.6 and 2.6 will be combined and count towards the three required "champions."</b></p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td>X</td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED		CEI	X	MPR		C&C		TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr></table> <table><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr></table> <table><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td></td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X		Year 2				Q1	Q2	Q3	Q4	X	X	X		Year 3				Q1	Q2	Q3	Q4	X	X	X		Submit: ATF, champion profile
	CED																																																	
	CEI																																																	
X	MPR																																																	
	C&C																																																	
	TTA																																																	
Year 1																																																		
Q1	Q2	Q3	Q4																																															
X	X	X																																																
Year 2																																																		
Q1	Q2	Q3	Q4																																															
X	X	X																																																
Year 3																																																		
Q1	Q2	Q3	Q4																																															
X	X	X																																																
2.7	<p>Provide technical assistance and training on SNAP-Ed approved materials such as: Rethink Your Drink, Harvest of the Month, Physical Activity curriculums and resources (Shape of Yoga, Power Cards, CATCH/SPARK, PowerPlay, Shaping Healthy Choices, etc. for cafeteria staff, teachers, and/or principals within the two school districts in the city of Riverside.</p>	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td>X</td><td>TTA</td></tr></table>		CED		CEI		MPR		C&C	X	TTA	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <table><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <table><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, agenda, sign-in sheet
	CED																																																	
	CEI																																																	
	MPR																																																	
	C&C																																																	
X	TTA																																																	
Year 1																																																		
Q1	Q2	Q3	Q4																																															
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Year 2																																																		
Q1	Q2	Q3	Q4																																															
X	X	X	X																																															
Year 3																																																		
Q1	Q2	Q3	Q4																																															
X	X	X	X																																															

EXHIBIT A

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year  
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City of Riverside  
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2.8	<p>Provide technical assistance and training to school-based partners on PSE efforts such as; school gardens, Smarter Lunchrooms Movement (SLM), Access to Water, Environmental Supports to promote Physical Activity (stencils and walkability), Breakfast in the Classroom, School Wellness Policies and/or Summer Feeding Programs.</p> <ul style="list-style-type: none"><li>Annually, be working on one PSE effort in each school district.</li></ul> <p><b>School Garden</b> – Establish and/or revitalize school gardens to introduce students and/or parents to home gardening.</p> <p><b>Smarter Lunchrooms Movement</b> – Work with school sites to implement SLM strategies in the school cafeteria to encourage students' selection of healthy options.</p> <p><b>Access to Water</b> - Support school sites with model policies and best practices on hydration stations or alternative options to increase access to water.</p> <p><b>Physical Activity</b> – Create awareness and facilitate the use of stencils to increase active play at school sites.</p>		CED	Year 1				Submit: ATF, agenda, sign-in sheet, photos, stencil check-out list, success story
			CEI	Q1	Q2	Q3	Q4	
			MPR	X	X	X		
			C&C	Year 2				
		X	TTA	Q1	Q2	Q3	Q4	
		X	X	X				
		Year 3						
		Q1	Q2	Q3	Q4			
		X	X	X				

EXHIBIT A

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year  
Integrated Work Plan  
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City of Riverside  
#16-125

Evaluation Activities (FFY 2017 - FFY 2019)

Activity Number	Evaluation Activity Description	Formative	Process	Outcome or Impact	Time Frame: Year & Quarter** Check all that apply	Tool/Documentation																								
E.2.1	Track and report all partner communication, direct and indirect education, social media, and training activities conducted in Activity 2.1, 2.2, 2.3, 2.4, 2.5, 2.7 and 2.8.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div><div>Year 1</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table><div>Year 2</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table><div>Year 3</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table></div>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<div><div><input checked="" type="checkbox"/>EARS/ATF</div><div><input type="checkbox"/>PSE RE-AIM Report</div></div> <div>List other:</div>
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											
E.2.2	Summarize progress of PSE efforts; including School Gardens, Smarter Lunchrooms Movement, Access to Water, Environmental Supports to promote Physical Activity (stencils and walkability), and/or Summer Feeding Programs for Activity 2.8.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div><div>Year 1</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td>X</td></tr></table><div>Year 2</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td>X</td></tr></table><div>Year 3</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td></td><td></td><td></td><td>X</td></tr></table></div>	Q1	Q2	Q3	Q4				X	Q1	Q2	Q3	Q4				X	Q1	Q2	Q3	Q4				X	<div><div><input checked="" type="checkbox"/>EARS/ATF</div><div><input checked="" type="checkbox"/>PSE RE-AIM Report</div></div> <div>List other: Success story, photos</div>
Q1	Q2	Q3	Q4																											
			X																											
Q1	Q2	Q3	Q4																											
			X																											
Q1	Q2	Q3	Q4																											
			X																											
E.2.3	Provide technical assistance to NEOP funded staff, subcontractors, school "Champions", and school partners as requested; such as conference calls and/or in-person meetings, trainings, webinars, and observations to promote skill building, sharing of best practices, and advancement of obesity prevention efforts for Activities 2.2, 2.3, 2.4, 2.6, and 2.7.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div><div>Year 1</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table><div>Year 2</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table><div>Year 3</div><table><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table></div>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<div><div><input checked="" type="checkbox"/>EARS/ATF</div><div><input type="checkbox"/>PSE RE-AIM Report</div></div> <div>List other: Observation form</div>
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											
Q1	Q2	Q3	Q4																											
X	X	X	X																											

EXHIBIT A

Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year  
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City of Riverside  
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E.2.4	<p>Impact and Outcome Evaluation - Match a pre- and post-surveys for the class series included in the IOE project in Activity 2.2.</p> <ul style="list-style-type: none"><li>Year 1, match 50 intervention surveys and 50 control surveys</li><li>Year 2, match 75 intervention surveys and 75 control surveys</li><li>Year 3, match 100 intervention surveys and 100 control surveys</li></ul>			X	<table><tr><th colspan="4">Year 1</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <table><tr><th colspan="4">Year 2</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table> <table><tr><th colspan="4">Year 3</th></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	<table><tr><td>X</td><td>EARS/ATF</td></tr><tr><td></td><td>PSE RE-AIM Report</td></tr></table> <p>List other: IOE evaluation report IOE evaluation plan</p>	X	EARS/ATF		PSE RE-AIM Report
Year 1																																														
Q1	Q2	Q3	Q4																																											
X	X	X	X																																											
Year 2																																														
Q1	Q2	Q3	Q4																																											
X	X	X	X																																											
Year 3																																														
Q1	Q2	Q3	Q4																																											
X	X	X	X																																											
X	EARS/ATF																																													
	PSE RE-AIM Report																																													

**SECTION C: INTERVENTION PLAN**

- I. **Three-Year SNAP-Ed Local Objective #3 (FFY 2017–FFY 2019):** Not applicable to the City of Riverside

**SECTION C: INTERVENTION PLAN**

- I. **Three-Year SNAP-Ed Local Objective #4 (FFY 2017–FFY 2019):**

*Local Objectives must be S.M.A.R.T (Specific, Measureable, Achievable, Realistic, and Time-Bound)*

By September 30, 2019, city of Riverside will work with school food pantry and/or emergency food sites to implement environmental and system changes and/or develop healthy food and beverage standards and distribution policies to increase fruit and vegetable awareness, knowledge and demand. (SHOP)

**SNAP-Ed State Goals (check all that apply):**

X	<b>Goal 1:</b> Food and Beverages (Behavioral)
	<b>Goal 2:</b> Physical Activity (Behavioral)
X	<b>Goal 3:</b> Food Resource Management (Behavioral)
X	<b>Goal 4:</b> Access to and/or appeal of dietary choices (Physical and Social Environmental)
	<b>Goal 5:</b> Access to and/or appeal of physical activity opportunities (Physical and Social Environmental)

- II. **PSE Strategy(ies) that support the Three-Year SNAP-Ed Local Objective listed above:**

- Healthy Food and Beverage Standards
- Signage and Marketing of Food and Nutrition Assistance Programs

## EXHIBIT A

## Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year  
Integrated Work Plan  
FFY 2017–2019

City of Riverside  
#16-125

Activity Number	Activity Description	Intervention Categories*	Time Frame: Year & Quarter** <i>Check all that apply</i>	Documentation																																														
4.1 and 4.2	Not applicable to City of Riverside																																																	
4.3	Conduct indirect nutrition education activities to reach SNAP-Ed individuals at school food pantry and/or emergency food sites using SNAP-Ed approved materials.  • See Activity 1.3 for annual reach numbers.  <b>All indirect education from Activities 1.3, 2.3 and 4.3 will be combined and count towards the expected annual reach number.</b>	<table><tr><td></td><td>CED</td></tr><tr><td>X</td><td>CEI</td></tr><tr><td></td><td>MPR</td></tr><tr><td></td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED	X	CEI		MPR		C&C		TTA	<table><tr><td colspan="4">Year 1</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 2</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 3</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, community event summary
	CED																																																	
X	CEI																																																	
	MPR																																																	
	C&C																																																	
	TTA																																																	
Year 1																																																		
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X	X	X	X																																															
Year 3																																																		
Q1	Q2	Q3	Q4																																															
X	X	X	X																																															
4.4, 4.5 and 4.6	Not applicable to City of Riverside																																																	
4.7	Utilize social media and website platforms to highlight local coverage and public relations efforts to support NEOP activities; such as Kids' Produce Markets.	<table><tr><td></td><td>CED</td></tr><tr><td></td><td>CEI</td></tr><tr><td>X</td><td>MPR</td></tr><tr><td>X</td><td>C&amp;C</td></tr><tr><td></td><td>TTA</td></tr></table>		CED		CEI	X	MPR	X	C&C		TTA	<table><tr><td colspan="4">Year 1</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 2</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td colspan="4">Year 3</td></tr><tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td></tr></table>	Year 1				Q1	Q2	Q3	Q4	X	X	X	X	Year 2				Q1	Q2	Q3	Q4	X	X	X	X	Year 3				Q1	Q2	Q3	Q4	X	X	X	X	Submit: ATF, social media screen shot, press release/media article
	CED																																																	
	CEI																																																	
X	MPR																																																	
X	C&C																																																	
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Q1	Q2	Q3	Q4																																															
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X	X	X	X																																															
Year 3																																																		
Q1	Q2	Q3	Q4																																															
X	X	X	X																																															



## EXHIBIT A

## Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Three-Year  
Integrated Work Plan  
FFY 2017–2019City of Riverside  
#16-125

## Evaluation Activities (FFY 2017 - FFY 2019)

Activity Number	Evaluation Activity Description	Formative	Process	Outcome or Impact	Time Frame: Year & Quarter** Check all that apply	Tool/Documentation																												
E.4.1	Track and report all indirect education activities and social media conducted in Activity 4.3 and 4.7.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Year 1</b></p> <table border="1"> <tr> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table> <p><b>Year 2</b></p> <table border="1"> <tr> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table> <p><b>Year 3</b></p> <table border="1"> <tr> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table>	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	Q1	Q2	Q3	Q4	X	X	X	X	<table border="1"> <tr> <td>X</td> <td>EARS/ATF</td> </tr> <tr> <td></td> <td>PSE RE-AIM Report</td> </tr> </table> <p>List other:</p>	X	EARS/ATF		PSE RE-AIM Report
Q1	Q2	Q3	Q4																															
X	X	X	X																															
Q1	Q2	Q3	Q4																															
X	X	X	X																															
Q1	Q2	Q3	Q4																															
X	X	X	X																															
X	EARS/ATF																																	
	PSE RE-AIM Report																																	

# EXHIBIT B

## SNAP-Ed FFY 2017 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

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

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total	Budget Justification
1	Office Supplies	Binders, pens, notepads, paper clips, staples, tape, markers, paper etc...	2.35	\$1.00	1000	\$2,350	
2						\$0	
3						\$0	
Total Non-Capital Equipment/Supplies:						\$2,350	

### 3. Materials:

	Budget Item	Description/Justification	Cost per Item	# of Items	Total	Budget Justification
1					\$0	
2					\$0	
3					\$0	
4					\$0	
5					\$0	
6					\$0	
Total Materials:					\$0	

## SNAP-Ed FFY 2017 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

### 4. Travel:

	Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles (\$1.50)	Registration Fee	Other	Total	Budget Justification
1	Wellness Coordinator - TBD; Project Assistant - TBD; Administrative Assistant - TBD	Regional	"Mileage/Carpool for SOW; may include Coalition/promising practice events, training, meetings, site visits, events, local conferences, airport travel, etc.  Designated attendees determined by meetings, site visits and any training topics."	86	2.35						52			\$2,415	
2	Wellness Coordinator - TBD and Project Assistant - TBD	Sacramento	NEOPB SNAP-Ed Meeting & Conference: SNAP-Ed LIA FORUM;  Other includes parking and ground transportation (not limited - taxi, shuttle service and/or car rental).	1	2	3	2	\$46.00	\$110.00	\$415.00			\$147.50	\$1,841	
3														\$0	
4														\$0	
5														\$0	
														\$0	
														Total Travel:	\$4,256

\* Lodging costs include taxes. Reimbursement at CalHR rates.

### 5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	Budget Justification
1						\$0	
2						\$0	
						Total Building/Space:	\$0

## SNAP-Ed FFY 2017 Budget

6. Maintenance:								Budget Justification
		Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	
1							\$0	
2							\$0	
Total Maintenance:							\$0	

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

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

# SNAP-Ed FFY 2017 Budget

8. Contracts/Sub-Grants/Agreements:					Budget Justification
Line Item	Fund	Organization Name	Description of Service(s)	Total Grant	Budget Justification
AA		TBD	Promote healthy eating and physical activity through single classes; series of classes (e.g., IOE classes); participating in community events/forums; and participation in all NEOP required meetings and activities.	\$61,000	
AB		TBD	Promote healthy eating and physical activity through youth engagement, healthy food/beverage standards, support of media and public relations efforts; hosting/participation in community events/forums; and participation in all NEOP required meetings and activities.	\$130,000	
AC		TBD	Promote healthy eating and physical activity through single classes; series of classes (e.g., IOE classes); participating in community events/forums; and participation in all NEOP required meetings and activities.	\$108,000	
D				\$0	
E				\$0	
F				\$0	
Total Contracts/Sub-Grants/Agreements:				\$299,000	

Total Direct Costs: \$520,231

9. Indirect Costs:					Budget Justification	
Line Item	Fund	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total	Budget Justification
1					\$0	
Total Indirect Costs:					\$0	
Total Budget:					\$520,231	

## SNAP-Ed FFY 2019 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

### 1. Staffing: Salary/Benefits:

Position #	Position Title	Position Name	SNAP-Ed Time Spent		Annual Salary	FTE	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits	Budget Justification
			% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery								
1	Wellness Coordinator	TBD	20.00%	80.00%	\$ 86,480.32	0.85	\$73,508.27	43.00%	\$31,608.56	\$21,023.40	\$109,117	
2	Project Assistant	TBD	10.00%	90.00%	\$ 61,502.49	1.00	\$61,502.49	52.50%	\$32,288.81	\$9,379.10	\$93,791	
3	Administrative Assistant	TBD	80.00%	20.00%	\$ 39,434.29	0.50	\$19,717.15	46.00%	\$9,069.89	\$23,029.60	\$28,787	
4							\$0.00		\$0.00	\$0.00	\$0	
5							\$0.00		\$0.00	\$0.00	\$0	
6							\$0.00		\$0.00	\$0.00	\$0	
7							\$0.00		\$0.00	\$0.00	\$0	
8							\$0.00		\$0.00	\$0.00	\$0	
Total Staffing: Salary/Benefits:						2.35	\$154,728		\$72,967	\$53,432	\$227,695	

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

Includes Federal Taxes (Medicare, FICA, Unemployment Insurance), State Taxes (Worker's Comp), Medical/Dental/Life and PERS up to 50% of salary.

## SNAP-Ed FFY 2019 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

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

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total	
1	Office Supplies	Binders, pens, notepads, paper clips, staples, tape, markers, paper etc...	2.35	\$1.00	1000	\$2,350	
2						\$0	
3						\$0	
Total Non-Capital Equipment/Supplies:						\$2,350	

### 3. Materials:

	Budget Item	Description/Justification	Cost per Item	# of Items	Total	
1					\$0	
2					\$0	
3					\$0	
4					\$0	
5					\$0	
6					\$0	
Total Materials:					\$0	

## SNAP-Ed FFY 2019 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

### 4. Travel:

	Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles (\$ .540)	Registration Fee	Other	Total	Budget Justification
1	Wellness Coordinator - TBD; Project Assistant - TBD; Administrative Assistant - TBD	Regional	"Mileage/Carpool for SOW; may include Coalition/promising practice events, training, meetings, site visits, events, local conferences, airport travel, etc.  Designated attendees determined by meetings, site visits and any training topics."	86	2.35						52			\$2,415	
2	Wellness Coordinator - TBD and Project Assistant - TBD	Sacramento	NEOPB SNAP-Ed Meeting & Conference; SNAP-Ed LIA FORUM;  Other includes parking and ground transportation (not limited - taxi, shuttle service and/or car rental).	1	2	3	2	\$46.00	\$110.00	\$415.00			\$147.50	\$1,841	
3														\$0	
4														\$0	
5														\$0	
6														\$0	
Total Travel:														\$4,256	

\* Lodging costs include taxes. Reimbursement at CalHR rates.

### 5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	Budget Justification
1						\$0	
2						\$0	
Total Building/Space:						\$0	



# SNAP-Ed FFY 2019 Budget

6. Maintenance:									
		Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	Budget Justification	
1							\$0		
2							\$0		
Total Maintenance:							\$0		

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

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

# SNAP-Ed FFY 2019 Budget

8. Contracts/Sub-Grants/Agreements:					
		Organization Name	Description of Service(s)	Total Grant	Budget Justification
AA		TBD	Promote healthy eating and physical activity through single classes; series of classes (e.g., IOE classes); participating in community events/forums; and participation in all NEOP required meetings and activities.	\$37,314	
AB		TBD	Promote healthy eating and physical activity through youth engagement, healthy food/beverage standards, support of media and public relations efforts; hosting/participation in community events/forums; and participation in all NEOP required meetings and activities.	\$78,974	
AC		TBD	Promote healthy eating and physical activity through single classes; series of classes (e.g., IOE classes); participating in community events/forums; and participation in all NEOP required meetings and activities.	\$65,679	
D				\$0	
E				\$0	
F				\$0	
Total Contracts/Sub-Grants/Agreements:				\$181,967	

Total Direct Costs:	\$416,268
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9. Indirect Costs:					
		Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total
1					\$0
Total Indirect Costs:					\$0
Total Budget:					\$416,268

## SNAP-Ed FFY 2018 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

### 1. Staffing: Salary/Benefits:

Position #	Position Title	Position Name	SNAP-Ed Time Spent		Annual Salary	FTE	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits	Budget Justification
			% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery								
1	Wellness Coordinator	TBD	20.00%	80.00%	\$ 83,961.48	0.85	\$71,367.26	43.00%	\$30,687.92	\$20,411.00	\$102,055	
2	Project Assitant	TBD	10.00%	90.00%	\$ 59,711.16	1.00	\$59,711.16	52.50%	\$31,348.36	\$9,106.00	\$91,060	
3	Administrative Assistant	TBD	80.00%	20.00%	\$ 38,285.72	0.50	\$19,142.86	46.00%	\$8,805.72	\$22,359.20	\$27,949	
4							\$0.00		\$0.00	\$0.00	\$0	
5							\$0.00		\$0.00	\$0.00	\$0	
6							\$0.00		\$0.00	\$0.00	\$0	
7							\$0.00		\$0.00	\$0.00	\$0	
8							\$0.00		\$0.00	\$0.00	\$0	
Total Staffing: Salary/Benefits:						2.35	\$150,221		\$70,842	\$51,876	\$221,064	

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

Includes Federal Taxes (Medicare, FICA, Unemployment Insurance), State Taxes (Worker's Comp), Medical/Dental/Life and PERS up to 50% of salary.

## SNAP-Ed FFY 2018 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

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

	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total	Budget Justification
1	Office Supplies	Binders, pens, notepads, paper clips, staples, tape, markers, paper etc...	2.35	\$1.00	1000	\$2,350	
2						\$0	
3						\$0	
Total Non-Capital Equipment/Supplies:						\$2,350	

### 3. Materials:

	Budget Item	Description/Justification	Cost per Item	# of Items	Total	Budget Justification
1					\$0	
2					\$0	
3					\$0	
4					\$0	
5					\$0	
6					\$0	
Total Materials:					\$0	

# SNAP-Ed FFY 2018 Budget

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

## 4. Travel:

	Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles (\$540)	Registration Fee	Other	Total	Budget Justification
1	Wellness Coordinator - TBD; Project Assistant - TBD; Administrative Assistant - TBD	Regional	"Mileage/Carpool for SOW; may include Coalition/promising practice events, training, meetings, site visits, events, local conferences, airport travel, etc.  Designated attendees determined by meetings, site visits and any training topics."	86	2.35						52			\$2,415	
2	Wellness Coordinator - TBD and Project Assistant - TBD	Sacramento	NEOPB SNAP-Ed Meeting & Conference: SNAP-Ed LIA FORUM;  Other includes parking and ground transportation (not limited - taxi, shuttle service and/or car rental).	1	2	3	2	\$46.00	\$110.00	\$415.00			\$147.50	\$1,841	
3														\$0	
4														\$0	
5														\$0	
1														\$0	
Total Travel:														\$4,256	

\* Lodging costs include taxes. Reimbursement at CalHR rates.

## 5. Building/Space:

	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	Budget Justification
1						\$0	
2						\$0	
Total Building/Space:						\$0	

# SNAP-Ed FFY 2018 Budget

6. Maintenance:								Budget Justification
		Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total	
1							\$0	
2							\$0	
Total Maintenance:							\$0	

Organization Name: California Department of Public Health  
 County/Jurisdiction: Riverside University Health System-Public Health  
 Contract/Sub-Grant/Agreement: Subcontractor A

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

## SNAP-Ed FFY 2018 Budget

8. Contracts/Sub-Grants/Agreements:						
		Organization Name	Description of Service(s)	Total Grant		Budget Justification
AA		TBD	Promote healthy eating and physical activity through single classes; series of classes (e.g., IOE classes); participating in community events/forums; and participation in all NEOP required meetings and activities.	\$47,637		
AB		TBD	Promote healthy eating and physical activity through youth engagement, healthy food/beverage standards, support of media and public relations efforts; hosting/participation in community events/forums; and participation in all NEOP required meetings and activities.	\$100,908		
AC		TBD	Promote healthy eating and physical activity through single classes; series of classes (e.g., IOE classes); participating in community events/forums; and participation in all NEOP required meetings and activities.	\$83,937		
D				\$0		
E				\$0		
F				\$0		
Total Contracts/Sub-Grants/Agreements:				\$232,482		

Total Direct Costs:	\$460,152
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9. Indirect Costs:						
		Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total	Budget Justification
1					\$0	
Total Indirect Costs:					\$0	
Total Budget:					\$460,152	

**Special Terms and Conditions**

*(For federally funded service contracts or agreements and 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 "contract", "Contractor" and "Subcontractor" 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. Some provisions herein are conditional and only apply if specified conditions exist (i.e., agreement total exceeds a certain amount, agreement is federally funded, etc.). The provisions herein apply to this Agreement unless the provisions are removed by reference on the face of this Agreement, the provisions are superseded by an alternate provision appearing elsewhere in this Agreement, or the applicable conditions do not exist.

**Index of Special Terms and Conditions**

1. Federal Equal Employment Opportunity Requirements	17. Human Subjects Use Requirements
2. Travel and Per Diem Reimbursement	18. Novation Requirements
3. Procurement Rules	19. Debarment and Suspension Certification
4. Equipment Ownership / Inventory / Disposition	20. Smoke-Free Workplace Certification
5. Subcontract Requirements	21. Covenant Against Contingent Fees
6. Income Restrictions	22. Payment Withholds
7. Audit and Record Retention	23. Performance Evaluation
8. Site Inspection	24. Officials Not to Benefit
9. Federal Contract Funds	25. Four-Digit Date Compliance
10. Intellectual Property Rights	26. Prohibited Use of State Funds for Software
11. Air or Water Pollution Requirements	27. Use of Small, Minority Owned and Women's Businesses
12. Prior Approval of Training Seminars, Workshops or Conferences	28. Alien Ineligibility Certification
13. Confidentiality of Information	29. Union Organizing
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15. Dispute Resolution Process	31. Lobbying Restrictions and Disclosure Certification
16. Financial and Compliance Audit Requirements	32. Additional Restrictions



**1. 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 Contractor 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 Contractor 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 Contractor 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 Contractor'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 Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, 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 Contractor 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 Contractor'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 Contractor 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 Contractor 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 Contractor'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 Contractor 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 Contractor 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 subcontractor or vendor. The Contractor 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 Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by CDPH, the Contractor 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.

## 2. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with agreement funds.)

Reimbursement for travel and per diem expenses from CDPH under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Personnel Administration (DPA), for nonrepresented state employees as stipulated in CDPH's Travel Reimbursement Information Exhibit. If the DPA rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to DPA rates may be approved by CDPH upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior authorization from CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

## 3. Procurement Rules

(Applicable to all agreements in which equipment, property, commodities and/or supplies are furnished by CDPH or expenses for said items are reimbursed with state or federal funds.)

### a. Equipment definitions

Wherever the term equipment /property is used, the following definitions shall apply:

- (1) **Major equipment/property:** A tangible or intangible item having a base unit cost of \$5,000 or more with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement. Software and videos are examples of intangible items that meet this definition.
- (2) **Minor equipment/property:** A tangible item having a base unit cost of less than \$5,000 with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement.

- b. **Government and public entities** (including state colleges/universities and auxiliary organizations), whether acting as a contractor and/or subcontractor, may secure all commodities, supplies, equipment and services related to such purchases that are required in performance of this Agreement. Said procurements are subject to Paragraphs d through h of Provision 3. Paragraph c of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are nonprofit organizations or commercial businesses.

- c. **Nonprofit organizations and commercial businesses**, whether acting as a contractor and/or subcontractor, may secure commodities, supplies, equipment and services related to such purchases for performance under this Agreement.

- (1) Equipment purchases shall not exceed \$50,000 annually.

To secure equipment above the annual maximum limit of \$50,000, the Contractor shall make arrangements through the appropriate CDPH Program Contract Manager, to have all remaining equipment purchased through CDPH's Purchasing Unit. The cost of equipment purchased by or

through CDPH shall be deducted from the funds available in this Agreement. Contractor shall submit to the CDPH Program Contract Manager a list of equipment specifications for those items that the State must procure. The State may pay the vendor directly for such arranged equipment purchases and title to the equipment will remain with CDPH. The equipment will be delivered to the Contractor's address, as stated on the face of the Agreement, unless the Contractor notifies the CDPH Program Contract Manager, in writing, of an alternate delivery address.

- (2) All equipment purchases are subject to Paragraphs d through h of Provision 3. Paragraph b of Provision 3 shall also apply, if equipment purchases are delegated to subcontractors that are either a government or public entity.
- (3) Nonprofit organizations and commercial businesses, shall use a procurement system that meets the following standards:
  - (a) Maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in awarding procurement contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a procurement, or bid contract in which, to his or her knowledge, he or she has a financial interest.
  - (b) Procurements shall be conducted in a manner that provides, to the maximum extent practical, open, and free competition.
  - (c) Procurements shall be conducted in a manner that provides for all of the following:
    - [1] Avoid purchasing unnecessary or duplicate items.
    - [2] Equipment solicitations shall be based upon a clear and accurate description of the technical requirements of the goods to be procured.
    - [3] Take positive steps to utilize small and veteran owned businesses.
- d. Unless waived or otherwise stipulated in writing by CDPH, prior written authorization from the appropriate CDPH Program Contract Manager will be required before the Contractor will be reimbursed for any purchase of \$5,000 or more for commodities, supplies, equipment, and services related to such purchases. The Contractor must provide in its request for authorization all particulars necessary, as specified by CDPH, for evaluating the necessity or desirability of incurring such costs. The term "purchase" excludes the purchase of services from a subcontractor and public utility services at rates established for uniform applicability to the general public.
- e. In special circumstances, determined by CDPH (e.g., when CDPH has a need to monitor certain purchases, etc.), CDPH may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of dollar amount. CDPH reserves the right to either deny claims for reimbursement or to request repayment for any Contractor and/or subcontractor purchase that CDPH determines to be unnecessary in carrying out performance under this Agreement.
- f. The Contractor and/or subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor and/or subcontractor at any time.
- g. For all purchases, the Contractor and/or subcontractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Contractor and/or subcontractor for inspection or audit.
- h. CDPH may, with cause (e.g., with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under Paragraphs b and/or c of Provision 3 by giving the Contractor no less than 30 calendar days written notice.

#### 4. Equipment Ownership / Inventory / Disposition

(Applicable to agreements in which equipment and/or property is furnished by CDPH and/or when said items are purchased or reimbursed with state or federal funds.)

- a. Wherever the terms equipment and/or property are used in Provision 4, the definitions in Provision 3, Paragraph a, shall apply.

Unless otherwise stipulated in this Agreement, all equipment and/or property that are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement shall be considered state equipment and the property of CDPH.

- (1) CDPH requires the reporting, tagging and annual inventorying of all equipment and/or property that is furnished by CDPH or purchased/reimbursed with funds provided through this Agreement.

Upon receipt of equipment and/or property, the Contractor shall report the receipt to the CDPH Program Contract Manager. To report the receipt of said items and to receive property tags, Contractor shall use a form or format designated by CDPH's Asset Management Unit. If the appropriate form (i.e., Contractor Equipment Purchased with CDPH Funds) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager.

- (2) If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or property to the CDPH Program Contract Manager using a form or format designated by CDPH's Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of CDPH-Funded Equipment) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager. Contractor shall:

- (a) Include in the inventory report, equipment and/or property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).
- (b) Submit the inventory report to CDPH according to the instructions appearing on the inventory form or issued by the CDPH Program Contract Manager.
- (c) Contact the CDPH Program Contract Manager to learn how to remove, trade-in, sell, transfer or survey off, from the inventory report, expired equipment and/or property that is no longer wanted, usable or has passed its life expectancy. Instructions will be supplied by CDPH's Asset Management Unit.

- b. Title to state equipment and/or property shall not be affected by its incorporation or attachment to any property not owned by the State.
- c. Unless otherwise stipulated, CDPH shall be under no obligation to pay the cost of restoration, or rehabilitation of the Contractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment and/or property.
- d. The Contractor and/or Subcontractor shall maintain and administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance and preservation of state equipment and/or property.

- (1) In administering this provision, CDPH may require the Contractor and/or Subcontractor to repair or replace, to CDPH's satisfaction, any damaged, lost or stolen state equipment and/or property. Contractor and/or Subcontractor shall immediately file a theft report with the appropriate police agency or the California Highway Patrol and Contractor shall promptly submit one copy of the theft report to the CDPH Program Contract Manager.

- e. Unless otherwise stipulated by the program funding this Agreement, equipment and/or property purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, shall only be used for performance of this Agreement or another CDPH agreement.
- f. Within sixty (60) calendar days prior to the termination or end of this Agreement, the Contractor shall provide a final inventory report of equipment and/or property to the CDPH Program Contract Manager and

shall, at that time, query CDPH as to the requirements, including the manner and method, of returning state equipment and/or property to CDPH. Final disposition of equipment and/or property shall be at CDPH expense and according to CDPH instructions. Equipment and/or property disposition instructions shall be issued by CDPH immediately after receipt of the final inventory report. At the termination or conclusion of this Agreement, CDPH may at its discretion, authorize the continued use of state equipment and/or property for performance of work under a different CDPH agreement.

**g. Motor Vehicles**

(Applicable only if motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under this Agreement.)

- (1) If motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, within thirty (30) calendar days prior to the termination or end of this Agreement, the Contractor and/or Subcontractor shall return such vehicles to CDPH and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to CDPH.
- (2) If motor vehicles are purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, the State of California shall be the legal owner of said motor vehicles and the Contractor shall be the registered owner. The Contractor and/or a subcontractor may only use said vehicles for performance and under the terms of this Agreement.
- (3) The Contractor and/or Subcontractor agree that all operators of motor vehicles, purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, shall hold a valid State of California driver's license. In the event that ten or more passengers are to be transported in any one vehicle, the operator shall also hold a State of California Class B driver's license.
- (4) If any motor vehicle is purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, the Contractor and/or Subcontractor, as applicable, shall provide, maintain, and certify that, at a minimum, the following type and amount of automobile liability insurance is in effect during the term of this Agreement or any extension period during which any vehicle remains in the Contractor's and/or Subcontractor's possession:

**Automobile Liability Insurance**

- (a) The Contractor, by signing this Agreement, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with agreement funds or furnished by CDPH under the terms of this Agreement, to the Contractor and/or Subcontractor.
- (b) The Contractor and/or Subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the CDPH Program Contract Manager. The certificate of insurance shall identify the CDPH contract or agreement number for which the insurance applies.
- (c) The Contractor and/or Subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this Agreement or until such time as the motor vehicle is returned to CDPH.
- (d) The Contractor and/or Subcontractor agree to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this Agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
- (e) The Contractor and/or Subcontractor, if not a self-insured government and/or public entity, must provide evidence, that any required certificates of insurance contain the following provisions:

[1] The insurer will not cancel the insured's coverage without giving thirty (30) calendar days prior

written notice to the State (California Department of Public Health (CDPH)).

- [2] The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State under this Agreement and any extension or continuation of this Agreement.
- [3] The insurance carrier shall notify CDPH, in writing, of the Contractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to each agreement number for which the insurance was obtained.
- (f) The Contractor and/or Subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Contractor shall be notified by CDPH, in writing, if this provision is applicable to this Agreement. If DGS approval of the certificate of insurance is required, the Contractor agrees that no work or services shall be performed prior to obtaining said approval.
- (g) In the event the Contractor and/or Subcontractor fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, CDPH may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

## 5. Subcontract Requirements

(Applicable to agreements under which services are to be performed by subcontractors including independent consultants.)

- a. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$5,000 or more. Except as indicated in Paragraph a(3) herein, when securing subcontracts for services costing \$5,000, the Contractor shall obtain at least three bids or justify a sole source award.
  - (1) The Contractor must provide in its request for authorization, all information necessary for evaluating the necessity or desirability of incurring such cost.
  - (2) The State may identify the information needed to fulfill this requirement.
  - (3) Subcontracts performed by the following entities or for the service types listed below are exempt from the bidding and sole source justification requirements:
    - (a) A local governmental entity or the federal government,
    - (b) A State college or university from any State,
    - (c) A Joint Powers Authority,
    - (d) An auxiliary organization of a California State University or a California community college,
    - (e) A foundation organized to support the Board of Governors of the California Community Colleges,
    - (f) An auxiliary organization of the Student Aid Commission established under Education Code § 69522,
    - (g) Entities of any type that will provide subvention aid or direct services to the public,
    - (h) Entities and/or service types identified as exempt from advertising in State Contracting Manual 5.80. View this publication at the following Internet address:  
<http://www.ois.dgs.ca.gov/Contract+Manual/Chapters4through6.htm>.
    - (i) Entities whose name and budgeted costs have been submitted to CDPH in response to a competitive solicitation.
- b. CDPH reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this Agreement.

(1) Upon receipt of a written notice from CDPH requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by CDPH.

- c. Actual subcontracts (i.e., written agreement between the Contractor and a subcontractor) of \$5,000 or more are subject to the prior review and written approval of CDPH. CDPH may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by CDPH.
- d. Contractor shall maintain a copy of each subcontract entered into in support of this Agreement and shall, upon request by CDPH, make copies available for approval, inspection, or audit.
- e. CDPH assumes no responsibility for the payment of subcontractors used in the performance of this Agreement. Contractor accepts sole responsibility for the payment of subcontractors used in the performance of this Agreement.
- f. The Contractor is responsible for all performance requirements under this Agreement even though performance may be carried out through a subcontract.
- g. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this Agreement.
- h. The Contractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:  
  
"(Subcontractor Name) agrees to maintain and preserve, until three years after termination of (Agreement Number) and final payment from CDPH to the Contractor, to permit CDPH or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records."
- i. Unless otherwise stipulated in writing by CDPH, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this Agreement.
- j. Contractor shall, as applicable, advise all subcontractors of their obligations pursuant to the following numbered provisions of this Exhibit: 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 19, 20, 24, and 31 or other numbered provisions herein that deemed applicable.

## 6. Income Restrictions

Unless otherwise stipulated in this Agreement, the Contractor agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Contractor under this Agreement shall be paid by the Contractor to CDPH, to the extent that they are properly allocable to costs for which the Contractor has been reimbursed by CDPH under this Agreement.

## 7. Audit and Record Retention

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

- a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's and/or subcontractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that CDPH, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this

Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).

- d. The Contractor and/or Subcontractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
  - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
  - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor and/or Subcontractor shall comply with the above requirements and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code § 10115.10, if applicable.
- f. The Contractor and/or Subcontractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.
- g. The Contractor shall, if applicable, comply with the Single Audit Act and the audit reporting requirements set forth in OMB Circular A-133.

## 8. Site Inspection

The State, through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder including subcontract supported activities and the premises in which it is being performed. If any inspection or evaluation is made of the premises of the Contractor or Subcontractor, the Contractor shall provide and shall require Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

## 9. 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.

## 10. Intellectual Property Rights

### a. Ownership

- (1) Except where CDPH has agreed in a signed writing to accept a license, CDPH shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all Intellectual Property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement.
- (2) For the purposes of this Agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will and all other legal rights protecting intangible proprietary information as may exist now and/or here after come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.
  - (a) For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. Works does not include articles submitted to peer review or reference journals or independent research projects.
- (3) In the performance of this Agreement, Contractor will exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this Agreement. In addition, under this Agreement, Contractor may access and utilize certain of CDPH's Intellectual Property in existence prior to the effective date of this Agreement. Except as otherwise set forth herein, Contractor shall not use any of CDPH's Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of CDPH. **Except as otherwise set forth herein, neither the Contractor nor CDPH shall give any ownership interest in or rights to its Intellectual Property to the other Party.** If during the term of this Agreement, Contractor accesses any third-party Intellectual Property that is licensed to CDPH, Contractor agrees to abide by all license and confidentiality restrictions applicable to CDPH in the third-party's license agreement.
- (4) Contractor agrees to cooperate with CDPH in establishing or maintaining CDPH's exclusive rights in the Intellectual Property, and in assuring CDPH's sole rights against third parties with respect to the Intellectual Property. If the Contractor enters into any agreements or subcontracts with other parties in order to perform this Agreement, Contractor shall require the terms of the Agreement(s) to include all Intellectual Property provisions. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to CDPH all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Contractor or CDPH and which result directly or indirectly from this Agreement or any subcontract.
- (5) Contractor further agrees to assist and cooperate with CDPH in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce CDPH's Intellectual Property rights and interests.

### b. Retained Rights / License Rights

- (1) Except for Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this Agreement. Contractor hereby grants to CDPH, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose Contractor's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.
- (2) Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this Agreement, provided that Contractor's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of CDPH or third party, or result in a breach or default of any provisions of this Exhibit or result in a breach of any provisions of law relating to confidentiality.

**c. Copyright**

- (1) Contractor agrees that for purposes of copyright law, all works [as defined in Paragraph a, subparagraph (2)(a) of this provision] of authorship made by or on behalf of Contractor in connection with Contractor's performance of this Agreement shall be deemed "works made for hire". Contractor further agrees that the work of each person utilized by Contractor in connection with the performance of this Agreement will be a "work made for hire," whether that person is an employee of Contractor or that person has entered into an agreement with Contractor to perform the work. Contractor shall enter into a written agreement with any such person that: (i) all work performed for Contractor shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to CDPH to any work product made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement.
- (2) All materials, including, but not limited to, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement, shall include CDPH's notice of copyright, which shall read in 3mm or larger typeface: "© [Enter Current Year e.g., 2007, etc.], Department of Public Health. This material may not be reproduced or disseminated without prior written permission from the Department of Public Health." This notice should be placed prominently on the materials and set apart from other matter on the page where it appears. Audio productions shall contain a similar audio notice of copyright.

**d. Patent Rights**

With respect to inventions made by Contractor in the performance of this Agreement, which did not result from research and development specifically included in the Agreement's scope of work, Contractor hereby grants to CDPH a license as described under Section b of this provision for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the Agreement's scope of work, then Contractor agrees to assign to CDPH, without additional compensation, all its right, title and interest in and to such inventions and to assist CDPH in securing United States and foreign patents with respect thereto.

**e. Third-Party Intellectual Property**

Except as provided herein, Contractor agrees that its performance of this Agreement shall not be dependent upon or include any Intellectual Property of Contractor or third party without first: (i) obtaining CDPH's prior written approval; and (ii) granting to or obtaining for CDPH, without additional compensation, a license, as described in Section b of this provision, for any of Contractor's or third-party's Intellectual Property in existence prior to the effective date of this Agreement. If such a license upon these terms is unattainable, and CDPH determines that the Intellectual Property should be included in or is required for Contractor's performance of this Agreement, Contractor shall obtain a license under terms acceptable to CDPH.

**f. Warranties**

## (1) Contractor represents and warrants that:

- (a) It is free to enter into and fully perform this Agreement.
- (b) It has secured and will secure all rights and licenses necessary for its performance of this Agreement.
- (c) Neither Contractor's performance of this Agreement, nor the exercise by either Party of the rights granted in this Agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There is currently no actual or threatened claim by any such third party based on an alleged violation of any such right by Contractor.
- (d) Neither Contractor's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
- (e) It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites, locations, property or props that may be used or shown.
- (f) It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to CDPH in this Agreement.
- (g) It has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
- (h) It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Contractor's performance of this Agreement.

## (2) CDPH MAKES NO WARRANTY THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS AGREEMENT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

## g. Intellectual Property Indemnity

- (1) Contractor shall indemnify, defend and hold harmless CDPH and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnitees") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim, action, or proceeding, commenced or threatened) to which any of the Indemnitees may be subject, whether or not Contractor is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Contractor pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of CDPH's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or CDPH and which result directly or indirectly from this Agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that issued after the effective date of this Agreement. CDPH reserves the right to participate in and/or control, at Contractor's expense, any such infringement action brought against CDPH.

- (2) Should any Intellectual Property licensed by the Contractor to CDPH under this Agreement become the subject of an Intellectual Property infringement claim, Contractor will exercise its authority reasonably and in good faith to preserve CDPH's right to use the licensed Intellectual Property in accordance with this Agreement at no expense to CDPH. CDPH shall have the right to monitor and appear through its own counsel (at Contractor's expense) in any such claim or action. In the defense or settlement of the claim, Contractor may obtain the right for CDPH to continue using the licensed Intellectual Property; or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, CDPH shall be entitled to a refund of all monies paid under this Agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (3) Contractor agrees that damages alone would be inadequate to compensate CDPH for breach of any term of this Intellectual Property Exhibit by Contractor. Contractor acknowledges CDPH would suffer irreparable harm in the event of such breach and agrees CDPH shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

#### **h. Federal Funding**

In any agreement funded in whole or in part by the federal government, CDPH may acquire and maintain the Intellectual Property rights, title, and ownership, which results directly or indirectly from the Agreement; except as provided in 37 Code of Federal Regulations part 401.14; however, the federal government shall have a non-exclusive, nontransferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

#### **i. Survival**

The provisions set forth herein shall survive any termination or expiration of this Agreement or any project schedule.

### **11. 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 contractors 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.

### **12. Prior Approval of Training Seminars, Workshops or Conferences**

Contractor shall obtain prior CDPH approval of the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference conducted pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. This provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor or Subcontractor to conduct routine business matters.

### **13. Confidentiality of Information**

- a. The Contractor and its employees, agents, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this Agreement or persons whose names or identifying information become available or are disclosed to the

Contractor, its employees, agents, or subcontractors as a result of services performed under this Agreement, except for statistical information not identifying any such person.

- b. The Contractor and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than carrying out the Contractor's obligations under this Agreement.
- c. The Contractor and its employees, agents, or subcontractors shall promptly transmit to the CDPH Program Contract Manager all requests for disclosure of such identifying information not emanating from the client or person.
- d. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any such identifying information to anyone other than CDPH without prior written authorization from the CDPH Program Contract Manager, except if disclosure is required by State or Federal law.
- e. For purposes of this provision, identity shall include, but not be limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.
- f. As deemed applicable by CDPH, this provision may be supplemented by additional terms and conditions covering personal health information (PHI) or personal, sensitive, and/or confidential information (PSCI). Said terms and conditions will be outlined in one or more exhibits that will either be attached to this Agreement or incorporated into this Agreement by reference.

#### 14. Documents, Publications and Written Reports

(Applicable to agreements over \$5,000 under which publications, written reports and documents are developed or produced. Government Code Section 7550.)

Any document, publication or written report (excluding progress reports, financial reports and normal contractual communications) prepared as a requirement of this Agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts or agreements and subcontracts relating to the preparation of such document or report, if the total cost for work by nonemployees of the State exceeds \$5,000.

#### 15. Dispute Resolution Process

- a. A Contractor 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 Contractor and CDPH, the Contractor must seek resolution using the procedure outlined below.
  - (1) The Contractor should first informally discuss the problem with the CDPH Program Contract Manager. If the problem cannot be resolved informally, the Contractor 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 Contractor'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 Contractor. The Branch Chief shall respond in writing to the Contractor indicating the decision and reasons therefore. If the Contractor disagrees with the Branch Chief's decision, the Contractor may appeal to the second level.
  - (2) When appealing to the second level, the Contractor must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Contractor shall include with the appeal a copy of the Contractor'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 Contractor 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 Contractor within twenty (20) working days of receipt of the Contractor's second level appeal.

- b. If the Contractor wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Contractor shall follow the procedures set 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 Contract 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 Contractor shall be notified in writing by the CDPH Program Contract Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

#### 16. Financial and Compliance Audit Requirements

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract or agreement for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code section 38020). Direct service contracts shall not include contracts, agreements, grants, or subventions to other governmental agencies or units of government nor contracts or agreements with regional centers or area agencies on aging (H&S Code section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:
  - (1) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives \$25,000 or more from any State agency under a direct service contract or agreement; the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, and/or
  - (2) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives less than \$25,000 per year from any State agency under a direct service contract or agreement, the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this Agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, and/or
  - (3) If the Contractor is a State or Local Government entity or Nonprofit organization (as defined by the Federal Office of Management and Budget [OMB] Circular A-133) and expends \$500,000 or more in Federal awards, the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations". An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The audit shall be completed by the end of the ninth month following the end of the audit period. The requirements of this provision apply if:
    - (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or

- (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.
- (4) If the Contractor submits to CDPH a report of an audit other than an OMB A-133 audit, the Contractor must also submit a certification indicating the Contractor has not expended \$500,000 or more in federal funds for the year covered by the audit report.
- d. Two copies of the audit report shall be delivered to the CDPH program funding this Agreement. The audit report must identify the Contractor's legal name and the number assigned to this Agreement. The audit report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the CDPH Program Contract Manager shall forward the audit report to CDPH's Audits and Investigations Unit if the audit report was submitted under Section 16.c(3), unless the audit report is from a City, County, or Special District within the State of California whereby the report will be retained by the funding program.
- e. The cost of the audits described herein may be included in the funding for this Agreement up to the proportionate amount this Agreement represents of the Contractor's total revenue. The CDPH program funding this Agreement must provide advance written approval of the specific amount allowed for said audit expenses.
- f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
- g. Nothing in this Agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.
- h. Nothing in this provision limits the authority of the State to make audits of this Agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.
- i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
- j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
- k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

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

#### 17. Human Subjects Use Requirements

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

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

**18. Novation Requirements**

If the Contractor proposes any novation agreement, CDPH shall act upon the proposal within 60 days after receipt of the written proposal. CDPH may review and consider the proposal, consult and negotiate with the Contractor, and accept or reject all or part of the proposal. Acceptance or rejection of the proposal may be made orally within the 60-day period and confirmed in writing within five days of said decision. Upon written acceptance of the proposal, CDPH will initiate an amendment to this Agreement to formally implement the approved proposal.

**19. Debarment and Suspension Certification**

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

- a. By signing this Agreement, the Contractor/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 Contractor 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 Contractor is unable to certify to any of the statements in this certification, the Contractor 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 Contractor knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

**20. Smoke-Free Workplace Certification**

(Applicable to federally funded agreements/grants and subcontracts/subawards, that provide health, day care, early childhood development services, education or library services to children under 18 directly or through local governments.)

- a. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be



permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.

- b. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible party.
- c. By signing this Agreement, Contractor or Grantee certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The prohibitions herein are effective December 26, 1994.
- d. Contractor or Grantee further agrees that it will insert this certification into any subawards (subcontracts or subgrants) entered into that provide for children's services as described in the Act.

## 21. Covenant Against Contingent Fees

(Applicable only to federally funded agreements.)

The Contractor 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 Contractor 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.

## 22. Payment Withholds

(Applicable only if a final report is required by this Agreement. Not applicable to government entities.)

Unless waived or otherwise stipulated in this Agreement, CDPH may, at its discretion, withhold 10 percent (10%) of the face amount of the Agreement, 50 percent (50%) of the final invoice, or \$3,000 whichever is greater, until CDPH receives a final report that meets the terms, conditions and/or scope of work requirements of this Agreement.

## 23. Performance Evaluation

(Not applicable to grant agreements.)

CDPH may, at its discretion, evaluate the performance of the Contractor at the conclusion of this Agreement. If performance is evaluated, the evaluation shall not be a public record and shall remain on file with CDPH. Negative performance evaluations may be considered by CDPH prior to making future contract awards.

## 24. Officials Not to Benefit

No members of or delegate of Congress or the State Legislature shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom. This provision shall not be construed to extend to this Agreement if made with a corporation for its general benefits.

## 25. Four-Digit Date Compliance

(Applicable to agreements in which Information Technology (IT) services are provided to CDPH or if IT equipment is procured.)

Contractor warrants that it will provide only Four-Digit Date Compliant (as defined below) Deliverables and/or services to the State. "Four Digit Date compliant" Deliverables and services can accurately process, calculate, compare, and sequence date data, including without limitation date data arising out of or relating to leap years and changes in centuries. This warranty and representation is subject to the warranty terms and conditions of this Contract and does not limit the generality of warranty obligations set forth elsewhere herein.

## **26. Prohibited Use of State Funds for Software**

(Applicable to agreements in which computer software is used in performance of the work.)

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

## **27. Use of Small, Minority Owned and Women's Businesses**

(Applicable to that portion of an agreement that is federally funded and entered into with institutions of higher education, hospitals, nonprofit organizations or commercial businesses.)

Positive efforts shall be made to use small businesses, minority-owned firms and women's business enterprises, whenever possible (i.e., procurement of goods and/or services). Contractors shall take all of the following steps to further this goal.

- (1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- (2) Make information on forthcoming purchasing and contracting opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- (3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- (4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance, as appropriate, of such organizations as the Federal Small Business Administration and the U.S. Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

## **28. Alien Ineligibility Certification**

(Applicable to sole proprietors entering federally funded agreements.)

By signing this Agreement, the Contractor certifies that he/she is not an alien that is ineligible for state and local benefits, as defined in Subtitle B of the Personal Responsibility and Work Opportunity Act. (8 U.S.C. 1601, et seq.)

## **29. Union Organizing**

(Applicable only to grant agreements.)

Grantee, by signing this Agreement, hereby acknowledges the applicability of Government Code Sections 16645 through 16649 to this Agreement. Furthermore, Grantee, by signing this Agreement, hereby certifies that:

- a. No state funds disbursed by this grant will be used to assist, promote or deter union organizing.
- b. Grantee shall account for state funds disbursed for a specific expenditure by this grant, to show those funds were allocated to that expenditure.

- c. Grantee shall, where state funds are not designated as described in b herein, allocate, on a pro-rata basis, all disbursements that support the grant program.
- d. If Grantee makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no state funds were used for those expenditures, and that Grantee shall provide those records to the Attorney General upon request.

### 30. Contract Uniformity (Fringe Benefit Allowability)

(Applicable only to nonprofit organizations.)

Pursuant to the provisions of Article 7 (commencing with Section 100525) of Chapter 3 of Part 1 of Division 101 of the Health and Safety Code, CDPH sets forth the following policies, procedures, and guidelines regarding the reimbursement of fringe benefits.

- a. As used herein fringe benefits shall mean an employment benefit given by one's employer to an employee in addition to one's regular or normal wages or salary.
- b. As used herein, fringe benefits do not include:
  - (1) Compensation for personal services paid currently or accrued by the Contractor for services of employees rendered during the term of this Agreement, which is identified as regular or normal salaries and wages, annual leave, vacation, sick leave, holidays, jury duty and/or military leave/training.
  - (2) Director's and executive committee member's fees.
  - (3) Incentive awards and/or bonus incentive pay.
  - (4) Allowances for off-site pay.
  - (5) Location allowances.
  - (6) Hardship pay.
  - (7) Cost-of-living differentials
- c. Specific allowable fringe benefits include:
  - (1) Fringe benefits in the form of employer contributions for the employer's portion of payroll taxes (i.e., FICA, SUI, SDI), employee health plans (i.e., health, dental and vision), unemployment insurance, worker's compensation insurance, and the employer's share of pension/retirement plans, provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.
- d. To be an allowable fringe benefit, the cost must meet the following criteria:
  - (1) Be necessary and reasonable for the performance of the Agreement.
  - (2) Be determined in accordance with generally accepted accounting principles.
  - (3) Be consistent with policies that apply uniformly to all activities of the Contractor.
- e. Contractor agrees that all fringe benefits shall be at actual cost.
- f. Earned/Accrued Compensation
  - (1) Compensation for vacation, sick leave and holidays is limited to that amount earned/accrued within the agreement term. Unused vacation, sick leave and holidays earned from periods prior to the agreement term cannot be claimed as allowable costs. See Provision f (3)(a) for an example.
  - (2) For multiple year agreements, vacation and sick leave compensation, which is earned/accrued but not paid, due to employee(s) not taking time off may be carried over and claimed within the overall term of the multiple years of the Agreement. Holidays cannot be carried over from one agreement year to the next. See Provision f (3)(b) for an example.
  - (3) For single year agreements, vacation, sick leave and holiday compensation that is earned/accrued but not paid, due to employee(s) not taking time off within the term of the Agreement, cannot be claimed as an allowable cost. See Provision f (3)(c) for an example.

(a) **Example No. 1:**

If an employee, John Doe, earns/accrues three weeks of vacation and twelve days of sick leave each year, then that is the maximum amount that may be claimed during a one year agreement. If John Doe has five weeks of vacation and eighteen days of sick leave at the beginning of an agreement, the Contractor during a one-year budget period may only claim up to three weeks of vacation and twelve days of sick leave as actually used by the employee. Amounts earned/accrued in periods prior to the beginning of the Agreement are not an allowable cost.

(b) **Example No. 2:**

If during a three-year (multiple year) agreement, John Doe does not use his three weeks of vacation in year one, or his three weeks in year two, but he does actually use nine weeks in year three; the Contractor would be allowed to claim all nine weeks paid for in year three. The total compensation over the three-year period cannot exceed 156 weeks (3 x 52 weeks).

(c) **Example No. 3:**

If during a single year agreement, John Doe works fifty weeks and used one week of vacation and one week of sick leave and all fifty-two weeks have been billed to CDPH, the remaining unused two weeks of vacation and seven days of sick leave may not be claimed as an allowable cost.

**31. 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.

32. **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.)

Contractor 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 subcontractors, 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.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Printed Name of Person Signing for Contractor

\_\_\_\_\_  
Contract / Grant Number

\_\_\_\_\_  
Signature of Person Signing for Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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

California Department of Public Health

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

**CERTIFICATION REGARDING LOBBYING**

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

Approved by OMB  
0348-0046

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

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

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

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

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



## ATTACHMENT 2

### Information Confidentiality and Security Requirements

1. **Definitions.** For purposes of this Exhibit, the following definitions shall apply:
  - A. **Public Information:** Information that is not exempt from disclosure under the provisions of the California Public Records Act (Government Code sections 6250-6265) or other applicable state or federal laws.
  - B. **Confidential Information:** Information that is exempt from disclosure under the provisions of the California Public Records Act (Government Code sections 6250-6265) or other applicable state or federal laws.
  - C. **Sensitive Information:** Information that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive Information may be either Public Information or Confidential Information. It is information that requires a higher than normal assurance of accuracy and completeness. Thus, the key factor for Sensitive Information is that of integrity. Typically, Sensitive Information includes records of agency financial transactions and regulatory actions.
  - D. **Personal Information:** Information that identifies or describes an individual, including, but not limited to, their name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. **It is CDPH's policy to consider all information about individuals private unless such information is determined to be a public record.**
2. **Nondisclosure.** The Contractor and its employees, agents, or subcontractors shall protect from unauthorized disclosure any Personal Information, Sensitive Information, or Confidential Information (hereinafter identified as PSCI), except for statistical information not identifying any such person.
3. The Contractor and its employees, agents, or subcontractors shall not use any PSCI for any purpose other than carrying out the Contractor's obligations under this Agreement.
4. The Contractor and its employees, agents, or subcontractors shall promptly transmit to the CDPH Program Contract Manager all requests for disclosure of any PSCI not emanating from the person who is the subject of PSCI.
5. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the person who is the subject of PSCI, any PSCI to anyone other than CDPH without prior written authorization from the CDPH Program Contract Manager, except if disclosure is required by State or Federal law.
6. The Contractor shall observe the following requirements:
  - A. **Safeguards.** The Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the PSCI, including electronic PSCI that it creates, receives, maintains, uses, or transmits on behalf of CDPH. Contractor shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Contractor's operations and the nature and scope of its activities, including at a minimum, the safeguards set forth in Exhibit I, the SR1 CDPH-ISO Project Requirements.

## ATTACHMENT 2

### Information Confidentiality and Security Requirements

- B. **Security Officer.** The Contractor shall designate a Security Officer to oversee its data security program who will be responsible for carrying out its privacy and security programs and for communicating on security matters with CDPH.
- C. **Training.** The Contractor shall provide training on its data privacy and security policies at its own expense, to all its employees who assist in the performance of functions or activities on behalf of CDPH under this Agreement and use or disclose PSCI.
- 1) The Contractor shall require each employee who receives data privacy and security training to sign a certification, indicating the employee's name and the date on which the training was completed.
  - 2) The Contractor shall retain each employee's written certifications for CDPH inspection for a period of three years following contract termination.
- D. **Discovery and Notification of Breach.** The Contractor shall notify CDPH **immediately by telephone call plus email or fax** upon the discovery of breach of security of PSCI in computerized form if the PSCI was, or is reasonably believed to have been, acquired by an unauthorized person, **or within twenty-four (24) hours by email or fax** of the discovery of any suspected security incident, intrusion or unauthorized use or disclosure of PSCI in violation of this Agreement, this provision, the law, or potential loss of confidential data affecting this Agreement. Notification shall be provided to CDPH Program Contract Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer. If the incident occurs after business hours or on a weekend or holiday and involves electronic PSCI, notification shall be provided by calling the CDPH I.T. Service Desk. Contractor shall take:
- 1) Prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment and
  - 2) Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.
- E. **Investigation of Breach.** The Contractor shall immediately investigate such security incident, breach, or unauthorized use or disclosure of PSCI and within seventy-two (72) hours of the discovery, shall notify the CDPH Program Contract Manager, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer of:
- 1) What data elements were involved and the extent of the data involved in the breach,
  - 2) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PSCI,
  - 3) A description of where the PSCI is believed to have been improperly transmitted, sent, or utilized,
  - 4) A description of the probable causes of the improper use or disclosure; and
  - 5) Whether Civil Code sections 1798.29 or 1798.82 or any other federal or state laws requiring individual notifications of breaches are triggered.
- F. **Written Report.** The Contractor shall provide a written report of the investigation to the CDPH Program Contract Manager, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer within ten (10) working days of the discovery of the breach or unauthorized use or disclosure. The report shall include, but not be limited to, the information specified above, as well as a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure.

## ATTACHMENT 2

### Information Confidentiality and Security Requirements

- G. **Notification of Individuals.** The Contractor shall notify individuals of the breach or unauthorized use or disclosure when notification is required under state or federal law and shall pay any costs of such notifications, as well as any costs associated with the breach. The CDPH Program Contract Manager, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer shall approve the time, manner and content of any such notifications.
- H. **Affect on lower tier transactions.** The terms of this Exhibit shall apply to all contracts, subcontracts, and subawards, regardless of whether they are for the acquisition of services, goods, or commodities. The Contractor shall incorporate the contents of this Exhibit into each subcontract or subaward to its agents, subcontractors, or independent consultants.
7. **Contact Information.** To direct communications to the above referenced CDPH staff, the Contractor shall initiate contact as indicated herein. CDPH reserves the right to make changes to the contact information below by giving written notice to the Contractor. Said changes shall not require an amendment to this Exhibit or the Agreement to which it is incorporated.

CDPH Program Contract Manager	CDPH Privacy Officer	CDPH Chief Information Security Officer
See the Scope of Work exhibit for Program Contract Manager	Privacy Officer Privacy Office, c/o Office of Legal Services California Department of Public Health P.O. Box 997377, MS 0506 Sacramento, CA 95899-7377  Email: <a href="mailto:privacy@cdph.ca.gov">privacy@cdph.ca.gov</a> Telephone: (877) 421-9634	Chief Information Security Officer Information Security Office California Department of Public Health P.O. Box 997413, MS 6302 Sacramento, CA 95899-7413  Email: <a href="mailto:cdphiso@cdph.ca.gov">cdphiso@cdph.ca.gov</a> Telephone: IT Service Desk (916) 440-7000 or (800) 579-0874



## **INFORMATION SECURITY OFFICE**

# Information Systems Security Requirements for Projects (ISO/SR1)

**Version 4.0**

**February 2010**

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**IMPORTANT NOTE: If an exemption from any SR1 requirement is required, the SR1 Exemption Form in Appendix A must be completed by the Project Manager or Contract Manager.**

## **I. Purpose**

This document provides the minimum security requirements mandated by the California Department of Public Health (CDPH) Information Security Office (ISO) for projects governed and/or subject to the policies and standards of CDPH. Projects that intend to deploy systems/applications into the CDPH system infrastructure, or will utilize CDPH information system services, are also subject to these minimum security requirements.

This document is intended to assist CDPH and its service customers in understanding the criteria CDPH will use when evaluating and certifying the system design, security features and protocols used by project solutions utilizing CDPH services. These security requirements will also be used in conjunction with the CDPH ISO compliance review program of its information system services customers.

This document will serve as a universal set of requirements which must be met regardless of physical hosting location or entities providing operations and maintenance responsibility. These requirements do not serve any specific project, nor do they prescribe any specific implementation technology.

## **II. Scope of Requirements**

The information security requirements in this document are organized in five categories (sections) and address at a minimum:

- Administrative/Management Safeguards
- Technical and Operational Safeguards
- Solution Architecture
- Documentation of Solution
- ISO Notifications and Approvals

## **III. Contact**

Chief Information Security Officer  
California Department of Public Health  
Information Security Office (ISO)  
cdphiso@cdph.ca.gov

## **IV. Information Systems Security Requirements**

### **A. Administrative / Management Safeguards**

#### **1. Workforce Confidentiality Statement**

All persons working with CDPH information must sign a Security and Confidentiality Acknowledgement Statement. The Statement must include, at a minimum: General Use, Security and Privacy safeguards, Unacceptable Use, Audit and Enforcement policies. (Contact the CDPH ISO for the current version of the Security & Confidentiality Acknowledgement Statement in use.)

The Statement must be signed by the Project member prior to being granted access to the CDPH information. The Statement must be renewed annually.

#### **2. Access Authorization & Maintenance**

Project/Program must document and implement clearly defined rules and processes for vetting and granting authorizations, as well as procedures for the supervision of workforce members who work with CDPH information or in locations where it might be accessed.

On at least a semi-annual basis, Project/Program will review and remove all authorizations for individuals who have left the department, transferred to another unit, or assumed new job duties within CDPH.

#### **3. Information System Activity Review**

Project/Program must implement and document procedures to regularly review records of information system activity (such as audit logs, access reports, and security incident tracking reports).

Project/Program must ensure any hosting or maintenance agreements clearly identify responsibility for this activity. Logs may be stored within the system or preferably on a centralized logging server or service, and must be maintained for a minimum of three years.

#### **4. Periodic System Security & Log Review**

All systems must allow for periodic system security reviews that provide assurance that management, operations, personnel, and technical controls are functioning effectively and providing adequate levels of protection.

These reviews may include technical tools and security procedures (such as vulnerability assessment products and penetration testing).

All systems processing and/or storing CDPH information must have a method or procedure in place to create and review system logs for unauthorized access. Logs may be stored within the system or on a centralized logging server or service, and must be maintained for a minimum of three years.



## **5. Disaster Recovery Plan**

Project/Program will establish procedures that allow facility access in support of restoration of lost information under the Disaster Recovery Plan (DRP) and emergency mode operations plan in the event of an emergency.

The restoration/recovery support procedures must be added to the existing DRP to restore any loss of information and assure continuity of computing operations for support of both the application and information.

Recovery procedures must be developed using the most current DRP template provided by the CDPH ISO.

All systems, as part of a new or existing project, must allow for periodic system recovery testing. The period between tests should be defined as part of the project and be consistent with relevant CDPH disaster recovery standards. Such testing should provide assurances that plans and controls (management, operations, personnel, and technical) are functioning effectively and providing adequate levels of protection during an incident, disaster, or breach.

Project/Program will conduct an annual Business Impact Analysis of the application to determine the Maximum Acceptable Outage (MAO), cost of lost functionality, system component dependencies, business function dependencies, and business partner dependencies.

## **6. Change Control**

All systems processing and/or storing CDPH information must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity, and availability of information.

Systems running within the CDPH environment and/or utilizing CDPH services must comply with CDPH standards for change control process and procedures.

## **7. Supervision of Information**

Classified information in paper form must not be left unattended at any time, unless it is locked in a file cabinet, file room, desk, or office. Unattended means that information is not being observed by an employee authorized to access the information. Classified information in paper form must also not be left unattended at any time in vehicles or planes, and must not be transported in checked-in baggage on commercial airplanes.

## **8. Escorting Visitors**

Visitors to areas where classified information is contained must be escorted and classified information must be kept out of sight while visitors are in the area.

## **B. Technical and Operational Safeguards**

### **1. System Security Compliance**

All Project systems must comply with applicable CDPH security policies and requirements, as specified in the State Administrative Manual (SAM), Public Health Administrative Manual (PHAM), Privacy Act, and any other applicable State or Federal regulation. All security safeguards and precautions must be subject to the approval of the CDPH ISO.

### **2. Malware Protection**

All systems must install and actively use anti-virus software, with a minimum daily automatic update scheduled. Systems such as mainframes, where anti-virus is unavailable, are excluded from this requirement. All security safeguards and precautions must be subject to the approval of the CDPH ISO.

### **3. Patch Management**

All systems must install and actively use a comprehensive third-party patch management program, and routinely update system and application software within two weeks of vendor release unless the CDPH ISO validates a patch is not applicable. Critical updates may require a more restrictive timeline. All security safeguards and precautions must be subject to the approval of the CDPH ISO.

### **4. Encrypted Electronic Transmissions**

All information electronic transmissions that contain classified information (such as website access, file transfers or through e-mail) must be encrypted end-to-end using an industry-recognized encryption standard (such as Transport Layer Security (TLS) or its predecessor, Secure Socket Layer (SSL), Secure File Transfer Protocol (SFTP), or any FIPS 140-2 certified encryption algorithm). Classified information must be encrypted at the minimum of Advanced Encryption Standard (AES) with a 128 bit key or higher. Equivalent or stronger algorithms may be used upon approval of the CDPH ISO.

### **5. Encrypted Information Storage**

All classified information must be encrypted when electronically stored using a CDPH approved encryption standard. Classified information must be encrypted at the minimum of AES with a 128 bit key or higher, or any FIPS 140-2 certified encryption algorithm. Equivalent or stronger algorithms may be used upon approval of the CDPH ISO.

### **6. Workstation / Laptop Encryption**

All workstations and laptops that process and/or store classified CDPH information must be encrypted with a CDPH ISO approved solution. Classified CDPH information must be encrypted at the minimum of AES with a 128 bit key or higher, or any FIPS 140-2 certified encryption algorithm. Equivalent or stronger algorithms may be used upon approval of the CDPH ISO.

## **7. Removable Media Encryption**

All electronic files that contain classified CDPH information must be encrypted at the minimum of AES with a 128 bit key or higher, or any FIPS 140-2 certified encryption algorithm when stored on any removable media type device (such as USB thumb drives, floppies, CD/DVD, tape backup, etc.). Equivalent or stronger algorithms may be used upon approval of the CDPH ISO. The solution should follow best practices described in National Institute of Standards & Technology (NIST) 800-111, Guide to Storage Encryption Technologies for End User Devices.

## **8. Secure Connectivity**

All transmission and data-links between the information and application/system, and DBMS and the Office of Technology Services (OTech) Wide Area Network (WAN), must be secure between transmission systems as required by regulation, policy and/or standard and as prescribed for the given application/system.

## **9. Intrusion Detection and Prevention**

All systems that are accessible via the Internet, are critical, and/or contain classified information must install and actively use a CDPH ISO approved comprehensive third-party real-time intrusion detection and prevention solution. The solution must also report security events directly to a CDPH enterprise monitoring solution. All security safeguards and precautions must be subject to the approval of the CDPH ISO.

## **10. Minimum Information Download**

In accordance with the principle of need-to-know, only the minimum amount of information required to perform necessary business functions should be copied or downloaded.

## **11. Information Sanitization**

All classified CDPH information (electronic or paper) must be sanitized from systems when the information is no longer necessary. The sanitization method must conform to NIST Special Publication 800-88 Guidelines for Media Sanitization. Once information has been sanitized, the CDPH contract manager must be notified. If an agency or other entity is unable to sanitize the media in accordance with NIST 800-88 and provide notification, the media must be returned to CDPH after usage for sanitization in an approved manner.

## **12. Removal of Information**

Classified CDPH information (electronic or paper) must not be removed from CDPH premises, or from the premises of an authorized vendor or contractor, without the written permission of the CDPH ISO.

### **13. Faxing or Mailing of Information**

Facsimile transmissions containing classified CDPH information must not be left unattended if fax machines are not in a secure area. Facsimile transmissions must include a cover sheet that contains a security statement notifying persons receiving faxes in error to destroy them and notify the CDPH ISO immediately. Fax numbers must be verified before sending.

Classified CDPH information must only be mailed using secure methods. Large volume mailings of classified CDPH information must be by a secure, bonded courier with signature required upon receipt. Disks and other transportable media sent through the mail must be encrypted with a CDPH ISO approved solution.

## C. Solution Architecture

### 1. System Security Compliance

The system must comply with all applicable CDPH security policies and requirements, as well as those specified in the State Administrative Manual (SAM), Public Health Administrative Manual (PHAM) Privacy Act, and any other applicable State or Federal regulation. All security safeguards and precautions must be subject to the approval of the CDPH ISO.

The system may share data with other entities only after all applicable agreements are in place. For example, using a CDPH data release form, Business Associate Agreement, or Data Use Agreement. These agreements must ensure data is protected according to all applicable standards and policies.

Any data which is exported outside the scope of the system and its security provisions (such as exports for statistical analysis) require approval by the CDPH ISO to ensure sufficient security is in place to protect the exported data.

### 2. Warning Banner

All systems containing CDPH information must display a login warning banner stating that information is classified, activity is logged, and system use is for business purposes only. User must be directed to log off the system if they do not agree and comply with these requirements.

The following warning banner must be used for all access points (such as desktops, laptops, web applications, mainframe applications, servers and network devices):

***WARNING: This is a State of California computer system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.***

***LOG OFF IMMEDIATELY, if you do not agree to the conditions stated in this warning.***

### 3. Layered Application Design

Applications must be able to be segmented into a layered application design separating, at a minimum, the Presentation, Application/Business Logic, and Data Access Logic, and Data Persistence/Database layers.

The Presentation, Application/Business Logic, and Data Access Logic layers must be separated physically by a firewall regardless of physical implementation.

Any system request made to the Business logic layer must be authenticated.

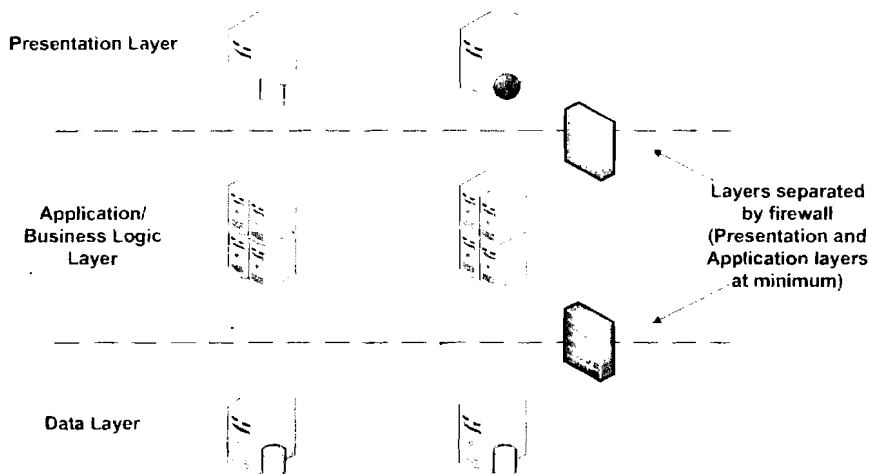
The Data Access Logic Layer may take the form of stored procedures, database Application Programming Interface (API), Data Access Objects/Components, Data Access Middleware, Shared Data Services, or Secure Web Service. Any system request made to the Data Access

logic layer must be authenticated and authorized. No direct access to the Data Persistence/Database layer will be permitted, except through the Data Access logic layer.

All calls to the Data Persistence/Database layer will be made through the Data Access logic layer as a trusted sub-system that utilizes a single database access account to all transactions.

The Data Access Logic Layer must take the form of stored procedures, database API, Data Access Objects/Components, Data Access Middleware, Shared Data Services, or Secure Web Service. System requests made to the Business logic and Data Access logic layers must be authenticated and authorized.

Vendor-provided commercial off-the-shelf (COTS) packages, or components where physical separation of layers is not possible, requires CDPH ISO approval.



#### 4. Input Validation

All user input must be validated before being committed to the database or other application information repository. The system must manage client input controls from server side to the extent possible. Data queries from the Presentation or the Business Logic layers must be validated for appropriate use of query language, and validated for appropriate quantity and quality of data input. This includes In-line Structured Query Language (SQL) calls. The system must validate client input on the server side to the extent possible. All third-party client side input controls must be documented and approved by the CDPH ISO.

#### 5. Data Queries

All Data queries (including In-line SQL calls) will not be allowed from the Presentation or the Business Logic layers unless validated for appropriate use of query language and validated for appropriate quantity/quality of data input. All data queries solution must be approved by the CDPH ISO.

Database table names and column names must not be exposed. Applications must use an alias for every table and column.

Dynamic SQL will not be permitted from the Presentation Layer without prior approval from the CDPH ISO.

## **6. Username/Password Based Authentication**

When usernames and passwords are going to be used as the method for system authentication, the following requirements must be met:

- Username requirements:
  - Must be unique and traceable to an individual.
  - Must not be shared.
  - Must not be hard-coded into system logic.
- Password requirements:
  - Must not be shared.
  - Must be 8 characters or more in length.
  - Must not be a word found in the dictionary, regardless of language.
  - Must be encrypted using irreversible industry-accepted strong encryption.
  - Must be changed at least every 60 days.
  - Must not be the same as any of the previous 10 passwords.
  - Must be changed immediately if revealed or compromised.
  - Must be composed of characters from at least three of the following four groups from the standard keyboard:
    - Upper case letters (A-Z);
    - Lower case letters (a-z);
    - Numbers (0 through 9); and
    - Non-alphanumeric characters (punctuation symbols).
- Account security:
  - Accounts must be locked after three (3) failed logon attempts.
  - Account lock-out reset timers must be set for a minimum of 15 minutes.
  - Accounts must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password.

## **7. Administrative / Privileged Accounts Management**

A privileged account is an account that allows an individual to perform maintenance on an operating system or applications (e.g. create/remove users, install applications, create/modify databases, etc.). Privileged accounts require the approval of the individual's manager, the CDPH ISO, and must include a business justification stating why privileged access is required and what it will be used for. Individuals granted privileged accounts must have already signed the Security and Confidentiality Acknowledgement Statement. (Contact the CDPH ISO for the current version of the Security & Confidentiality Acknowledgement Statement in use.)

The use of shared privileged accounts (e.g. Administrator) is strictly prohibited.

System administration must be performed using a different username rather than the one used for daily non-administrative activities. Administrative accounts must be used only for administrative activity within the authorized role of that account and the individual using it. It must be logged out of immediately after administrative work is complete.

- Username requirements:
  - Must be unique and traceable to an individual.
  - Must not be shared.
  - Must not be hard-coded into system logic.
  - Must be the same across different zones (e.g. Web Zone, Internal network, and Test Labs / Environments).
  - The default built-in Administrator account must be renamed and disabled.

- The naming convention for privileged accounts must not make it obvious that usernames belong to privileged accounts.
- If a generic privileged account is created:
  - Must only be used in an Emergency.
  - Must not be used for routine maintenance.
  - The password storage and management process for generic privileged accounts must be approved by the CDPH ISO.
- Password requirements:
  - Must not to be shared.
  - Must be 12 characters or more in length.
  - Must not be a word found in the dictionary, regardless of language.
  - Must be encrypted using irreversible industry-accepted strong encryption.
  - Must be changed at least every 60 days.
  - Must not be the same as any of the previous 10 passwords.
  - Must be changed immediately if revealed, or compromised.
  - Must be comprised of characters from at least three of the following four groups from the standard keyboard:
    - Upper case letters (A-Z);
    - Lower case letters (a-z);
    - Numbers (0 through 9);
    - Non-alphanumeric characters (punctuation symbols).
  - Must be changed immediately upon the termination or transfer of an employee with knowledge of the password.
  - Must not be the same across different zones (e.g. Web Zone, Internal network, and Test Labs / Environments).
- Account security:
  - Accounts must be locked after three (3) failed logon attempts.
  - Account lock-out timers must be set for at least 60 minutes.

## **8. Service Accounts Management**

A service account is an account used to run a service and whose password is known by multiple individuals. When and where it is necessary to use a service account, the account request will be approved by the manager of the Project/Program requesting the account and by the CDPH ISO. Requirements, stating the need for a service account, will be documented in the request. A service account password is shared among the individuals authorized to access the account, and is subject to controls as stated in the password requirements in this document.

### **Restrictions for Service Accounts**

- Sharing passwords via email is prohibited, unless the body of the email itself is encrypted using strong encryption.
- When users are no longer authorized to access an existing service account, the service account password must be changed.

## **9. Authentication and Authorization**

Any system deployed during a project, or as a result of a project, must provide secure role-based access for authorization (separation between system/server administrators and application/database administrators) utilizing the principle of least privilege at all layers/tiers.

In all cases, applications must default to explicitly deny access where authentication and/or authorization mechanisms are required. No application that requires a login can offer to, or be capable of, remembering a user's credentials.



## **10. Authentication Logging**

The system must log success and failures of user authentication at all layers as well as log all user transactions at the database layer as required by regulation, policy or standard, and as prescribed for the given application/system. This logging must be included for all user privilege levels including, but not limited to, systems administrators. This requirement applies to systems that process, store, and/or interface with CDPH information.

## **11. Automatic System Session Expiration**

The system must provide an automatic timeout, requiring re-authentication of the user session after 20 minutes of inactivity.

## **12. Automatic System Lock-out and Reporting**

The system must provide an automatic lock-out of users and a means to audit a minimum of three (3) failed log-in attempts. The means of providing audit information must be approved by the CDPH ISO.

## **13. Audit (Access)**

All systems/applications will implement role-based access to auditing functions and audit trail information utilizing the principle of least privilege.

All systems/applications will implement a secure online interface to Audit Capabilities and Reporting by way of API or network service (or Web Service) to allow CDPH ISO to view logs, auditing procedures, and audit reporting.

## **14. Audit (Minimum Information)**

The minimum log information below is required for any system that contains, or is involved in the transmission of, classified information. The log information should be available on every system running a production environment. This information must be provided upon request of the CDPH ISO for investigations and risk assessments.

The system must record, at minimum, the following events and any other events deemed appropriate by the CDPH ISO:

### Transaction Types

- Any and all administrative changes to the system (such as administrative password changes, forgotten password resets, system variables, network configuration changes, disk sub-system modifications, etc).
- Logon failures.
- Logons during non-business hours.
- Failed access to an application or data.
- Addition, deletion, or modification of users or program access privileges.
- Changes in file access restrictions.
- Database addition, deletion, or modification.
- Copy of files before and after read/write changes.
- Transaction issued.

Individual audit trail records must contain the information needed to associate each query transaction to its initiator and relevant business purpose. Individual audit trail records should capture, at a minimum, the following:

#### Minimum Audit Trail Record Content

- Date and time stamp.
- Unique username of transaction initiator.
- Transaction recorded.
- Success or failure of transaction recorded.
- Relevant business process or application component involved.
- Data captured (if any).

Audit Trail logs must be maintained at minimum for three (3) years after the occurrence, or a set period of time determined by the CDPH ISO that would not hinder a detailed forensic investigation of the occurrence. The CDPH ISO has final approval authority.

### **15. Application Security Controls**

For any application which accesses classified information, the following technical controls must be present, unless an exception is granted by the CDPH ISO:

- Must use *least privileged accounts* to execute code and to access databases.
- User access rights must be authenticated and authorized on entry to each application tier.
- All user input must be validated, including parameters passed to all public web service methods.
- Information that is not required must not be exposed.
- If a web application fails, it must not leave sensitive data unprotected or expose any details in error messages presented to the user. Any exceptions must be logged or emailed to the appropriate team member.
- Any sensitive data stored in session, cookies, disk files, etc., must be encrypted. Any sensitive data passed between tiers must be encrypted or must use SSL.
- Applications must be protected from the Internet by a front-end web application, firewall, gateway, and proxy of a type approved by the CDPH ISO, which must be included in the documented system design.
- Postback Universal Resource Locators (URLs) must not contain unencrypted record identifiers or database keys.
- Postback URLs must not include query strings.

### **16. Application Code Security**

Application developers should use tools and methods during development to ensure all custom source code is free from security vulnerabilities. At a minimum, the application must be free of the vulnerabilities described in the CWE/SANS Top 25 Most Dangerous Programmer Errors (<http://www.sans.org/top25errors/>).

CDPH has the right to conduct a vulnerability scan against the application prior to its activation, and may disapprove use of the application until the vulnerabilities are remediated and the application re-tested. Any verified vulnerabilities from this list must be corrected by the organization which developed the application, at no additional cost to CDPH. Unless an exception is granted by the CDPH ISO, vulnerabilities identified within third-party components must be remediated by the third-party vendor at no additional cost to CDPH. Otherwise, a different third-party component must be selected and implemented.

## 17. Strong Authentication

Any information system providing access to Personally Identifiable Information (PII) and/or classified information from the Internet must assess the need for additional strong authentication, to prevent a significant data breach if a password is compromised. Strong authentication is defined as additional mandatory authentication over and beyond the password, for each account which has direct access to PII and/or classified information, or which has administrative privileges. The following factors should be included in the assessment:

- Applicable policies and regulations.
- Sensitivity of the PII or classified information.
- Number of data records.
- Number of user accounts with access to data.
- Level of control over end users.
- Level and frequency of log monitoring.
- Automated alerts and controls for unusual data access patterns.
- End user training on security practices.
- Other mitigating security controls.

The Project/Program providing access to PII and/or classified information from the Internet must either implement an approved strong authentication method, or document why strong authentication will not be utilized. This documentation must be provided to the CDPH ISO for review and approval.

The following methods are approved for strong authentication:

- **Physical Token:** A physical device in the possession of the account holder, which must be physically connected to the computer. Examples include a USB token or Smartcard.
- **One Time Password (OTP):** A temporary one time pass code is provided to the account holder, either by a physical device in their possession, or by way of a pre-defined communication channel such as cell phone or e-mail address. Examples include OTP token, or OTP sent via SMS text message, e-mail, or by automated voice call.
- **X.509 Certificate:** A digital certificate which has been installed on the access point computer or device, utilizing a Public Key Infrastructure (PKI).
- **Firewall Rules:** Firewall TCP/IP rules which ensure the account is only usable from an authorized access point, based upon specific IP address or IP subnet.

The following strong authentication method is approved for personal data access, where accounts have access to only the account holder's personal data, or a single data record they are custodian over such as a family member or information about their company. For example, an application where a client can submit or edit an enrollment form for themselves or someone else, but cannot access any other data records.

- **Personal Challenge Questions:** During registration, the account holder pre-answers one or more questions known only to them. When logging into a different computer, typically tracked with a cookie, they cannot login without correctly answering the pre-configured questions. The user should be prompted for whether the new computer is trusted vs. a one-time login, and this information used to determine whether to save a new cookie.

The proposed strong authentication mechanism must be included in the detailed design documentation as described in Section E.5, Application Security Approvals.

## **D. Documentation of Solution**

### **1. System Configuration**

Project/Program must document and maintain documentation for the system/application. This should include the following:

- Detailed design.
- Description of hardware, software, and network components.
- Special system configurations.
- External interfaces.
- All layers of security controls.

### **2. Information Classification**

Project/Program will document and maintain an information classification matrix of all information elements accessed and/or processed by solution.

The matrix should identify at a minimum:

- Information element.
- Information classification/sensitivity.
- Relevant function/process, or where is it used.
- System and database, or where is it stored.

### **3. System Roles and Relationships**

Project must document the following roles and ensure everyone understands their role, and complies with all applicable policies and regulations.

- The designated owner of the system.
- The designated custodian(s) of the system.
- The users of the system.
- The security administrator for the system.
- Outside entities sending or receiving data to system.

Project must document the organizational structure and relationships between these roles.

### **4. Audit Method Documentation**

Project/Program will document the solution's auditing features and provide samples of audit reporting.

### **5. Retention of Documentation**

The system/application administrators will retain documentation, including audit and activity logs, for a minimum of three (3) years (up to seven (7) years maximum) from the date of its creation or the date it was last in effect, whichever is later. Shorter retention periods must be allowed contingent upon applicable regulations, policies, and standards, and upon approval by the CDPH ISO. In certain circumstances the retention period must be lengthened to comply with regulatory requirements.

## **E. ISO Notifications and Approvals**

### **1. Security Compliance Notification**

As part of each project, assigned staff will document how the proposed solution meets or addresses the requirements specified in this document. This documentation must be submitted to the CDPH ISO prior to taking custody of CDPH information.

### **2. Notification of Changes to Solution**

Once a project is approved as final by the CDPH ISO, no changes will be made to the project scope, documentation, systems or components without a change approval by the CDPH ISO.

### **3. Notification of Breach**

The system/application administrators must immediately, and in writing, report to the CDPH ISO any and all breaches or compromises of system and/or information security. They must also take such remedial steps as may be necessary to restore security and repair damage, if any.

In the event of a breach or compromise of system and/or information security, the CDPH ISO may require a system/application security audit. The CDPH ISO must review the recommendations from the security audit, and make final decisions on the steps necessary to restore security and repair damage.

The system/application administrators must properly implement any and all recommendations of the security audit, as approved by the CDPH ISO.

### **4. Project Security Approvals**

Projects must ensure checkpoints throughout the System Development Life Cycle (SDLC) which verify security requirements are being met. This must be incorporated in the project plan along with identification of necessary resources, timelines, and costs to address these requirements. The CDPH ISO should be involved throughout the SDLC to ensure this occurs.

For reportable Feasibility Study Reports (FSRs), the California Office of Information Security (OIS) requires submission of the *Questionnaire for Information Security and Privacy Components in Feasibility Study Reports and Project-Related Documents*.

See

[http://www.cio.ca.gov/OIS/Government/documents/docs/Info\\_Sec\\_and\\_Priv\\_Components\\_FSR-Questionnaire.doc](http://www.cio.ca.gov/OIS/Government/documents/docs/Info_Sec_and_Priv_Components_FSR-Questionnaire.doc).

The response to this document must be approved by the CDPH ISO prior to submission.

Projects must ensure all applicable security requirements and deliverables are included in the project plan, and that ISO approvals are obtained, where required. This includes those listed in the following section, and any covered by other sections of this document. The CDPH ISO must be given reasonable time to review and comment on these deliverables.

## 5. Application Security Approvals

At a minimum, for any application which accesses classified information, the following documented CDPH ISO approvals must be obtained at the appropriate project phases, and before the application is moved to production.

- CDPH ISO approval of a dated, detailed design document. This design must include network layout including specific firewall port requirements, server hosting locations, operating systems, databases, data exchange interfaces, and points of authentication/authorization. The project must not move beyond the design phase until there is a CDPH ISO approved design.
- CDPH ISO approval of any non-standard development tools (such as programming languages or toolkits).
- CDPH ISO approval of a plan for an independent security code review which addresses at minimum the current Open Web Application Security Project (OWASP) top ten application vulnerabilities, and CWE/SANS Top 25 Most Dangerous Programmer Errors, where applicable. CDPH ISO must approve any findings of that code review not being corrected. CDPH ISO recommends the security code review be carried out during the development process rather than only at the end.
- CDPH ISO approval of a plan for security code reviews of future maintenance code changes, which addresses at minimum the current OWASP top ten application vulnerabilities, CWE/SANS Top 25 Most Dangerous Programmer Errors, where applicable.
- CDPH ISO approval of a plan for an independent automated security vulnerability assessment of the application, and approval of the findings of that assessment. The assessment must assess at minimum the OWASP top ten risks and CWE/SANS Top 25 Most Dangerous Programmer Errors, where applicable.

*Independent* as indicated above is defined as organizationally separate from those developing or configuration the application. The independence and skill level of the entities being utilized must be approved by the CDPH ISO.

Application code and infrastructure is subject to a CDPH ISO audit, and must match the approved detailed design.

**F. Appendix A – SR1 Exemption Form**

REF	Security Requirement	Exemption (Yes, No, or N/A)	Business Justification
<b>A</b>	<b>Administrative / Management Safeguards</b>		
1	Workforce Confidentiality Statement		
2	Access Authorization & Maintenance		
3	Information System Activity Review		
4	Periodic System Security & Log Review		
5	Disaster Recovery Plan		
6	Change Control		
7	Supervision of Information		
8	Escorting Visitors		
<b>B</b>	<b>Technical and Operational Safeguards</b>		
1	System Security Compliance		
2	Malware Protection		
3	Patch Management		
4	Encrypted Electronic Transmissions		
5	Encrypted Data Storage		
6	Workstation / Laptop Encryption		
7	Removable Media Encryption		
8	Secure Connectivity		
9	Intrusion Detection and Prevention		
10	Minimum Information Download		
11	Information Sanitization		
12	Removal of Information		
13	Faxing or Mailing of Information		
<b>C</b>	<b>Solution Architecture</b>		
1	System Security Compliance		
2	Warning Banner		
3	Layered Application Design		
4	Input Validation		
5	Data Queries		
6	Username/Password Based Authentication		
7	Administrative / Privileged Accounts Management		
8	Service Accounts Management		
9	Authentication and Authorization		
10	Authentication Logging		
11	Automatic System Session Expiration		
12	Automatic System Lock-out and Reporting		

REF	Security Requirement	Exemption (Yes, No, or N/A)	Business Justification
13	Audit (Access)		
14	Audit (Minimum Information)		
15	Application Security Controls		
16	Application Code Security		
17	Strong Authentication		
<b>D</b>	<b>Documentation of Solution</b>		
1	System Configuration		
2	Information Classification		
3	System Roles and Relationships		
4	Audit Method Documentation		
5	Retention of Documentation		
<b>E</b>	<b>ISO Notifications</b>		
1	Security Compliance Notification		
2	Notification of Changes to Solution		
3	Notification of Breach		
4	Project Security Approvals		
5	Application Security Approvals		