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STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF HUMAN SERVICES
DIVISION OF FAMILY ASSISTANCE

Nicholas A. Toumpas
 Commissioner

Terry R. Smith
 Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
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September 10, 2015

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Health and Human Services, Division of Family Assistance to enter into an agreement with the University of New Hampshire (Vendor #177867), 51 College Road, Durham, NH 03824, in an amount not to exceed \$2,048,434 for the provision of nutrition education and obesity prevention services for Food Stamp recipients and other low-income individuals who are eligible to receive Supplemental Nutrition Assistance Program or benefits from other means-tested Federal assistance programs, effective October 1, 2015 or date of Governor and Executive Council approval, whichever is later, through September 30, 2017. 100% Federal Funds

Funds to support this request are available in the following account in State Fiscal Year 2016 and State Fiscal Year 2017, pending legislative approval of the next biennial budget and anticipated to be available in State Fiscal Year 2018, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without further approval from Governor and Executive Council.

05-95-45-450010-61250000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TRANSITIONAL ASSISTANCE, DIRECTOR'S OFFICE

Fiscal Year	Class	Title	Activity Code	Amount
2016	102-500734	Contract for Program Svcs.	45068004	\$828,794
2017	102-500734	Contract for Program Svcs	45068004	\$977,862
2018	102-500734	Contract for Program Svcs	45068004	\$241,778
			Total:	\$2,048,434

EXPLANATION

The purpose of this request is to provide nutrition education and obesity prevention services to low-income individuals, families, and associated groups that qualify for the Supplemental Nutrition Assistance Program and other means-tested Federal assistance programs, such as free or reduced school lunch or the Women, Infant and Children Nutrition Program. Nutrition education and obesity prevention services will teach participants about budgeting food costs, sanitary food handling, preparation and storage, thrifty food shopping by using nutritional value and reading labels, and menu planning. Additionally, the nutrition education program will show participants how to compare their diets to nutritional guidelines, such as the food pyramid.

On June 2, 2015, the Department issued a Request for Proposals to solicit proposals for the provision of nutrition education and obesity prevention services for low-income individuals who receive benefits from the Supplemental Nutrition Assistance Program or benefits from other means-tested Federal assistance programs. The request for proposals was available on the Department of Health and Human Services website from June 2, 2015 through July 17, 2015. One proposal was received. A team of individuals with program specific knowledge evaluated the proposal. The University of New Hampshire was selected to receive funding.

This contract includes language that allows the Department to extend the contract for up to two (2) additional years subject to the continued availability of funds, satisfactory performance of services and approval of the Governor and Executive Council approval.

Should the Governor and Executive Council determine not to approve this request, Supplemental Nutritional Assistance Program participants and other low-income individuals who are eligible to receive Supplemental Nutrition Assistance Program benefits, or assistance from other means-tested Federal assistance programs, will not benefit from nutrition and lifestyle education opportunities designed to prevent obesity and improve individual health and well-being which may reduce health care costs.

Area Served: Statewide

Source of Funds: 100% Federal Funds from the United States Department of Agriculture, Food and Nutrition Services, Code of Federal Domestic Assistance Number (CDFA) #10.561. Federal Award Identification Number (FAIN) 11114NH423Q3903.

In the event that Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Terry R. Smith
Director

Approved by:



Nicholas A. Toumpas
Commissioner

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Health and Human Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **9/30/17**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Supplemental Nutritional Assistance Program Education Plan (SNAP-Ed)**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Terry Smith, Director
Address: Division of Family Assistance
129 Pleasant Street
Concord, NH 03301
Phone: 603-271-9281

Campus Project Administrator

Name: Dianne Hall
Address: University of New Hampshire
Sponsored Programs
51 College Road, Room 116
Durham, NH 03824
Phone: (603) 862-1942

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Laurie Green
Address: Divison of Family Assistance
129 Pleasant Street
Concord, NH 03301
Phone: 603-271-9287

Campus Project Director

Name: Debbie Luppold
Address: 51 College Road
Durham, NH 03824
Phone: 603-796-2151

F. Total State funds in the amount of \$2,048,434 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. n/a from U.S. Department of Agriculture, Food and Nutrition Services under CFDA# 10.561. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) 7, **paragraph 2** of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

If necessary to accomplish the objectives of this Project Agreement, University System may reallocate up to 5% of the cumulative cost of a Project Agreement between the cost categories (Salaries & Benefits, Travel, Materials, Building and Space, and Contract/Grants/Agreements) in order to meet unanticipated needs. University System may not reallocate funds between these cost categories for any reason that is inconsistent with the original intent of the State's appropriation of funds. Budget reallocations under 5% of the cumulative cost of the Project Agreement shall not require notification to the State. Reallocations in excess of 5% of the cumulative cost of the Project Agreement shall require prior written approval from the State.

- H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Health and Human Services** have executed this Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: Karen Jensen
 Title: Manager, Sponsored Programs Administration
 Signature and Date: _____

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: Megan Ayres
 Title: Attorney
 Signature and Date: _____

**By An Authorized Official of:
Department of Health and Human
Services**

Name: Henry Nelson for TS
 Title: _____
 Signature and Date: _____

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name: _____
 Title: _____
 Signature and Date: _____

EXHIBIT A

A. Project Title:

Supplemental Nutritional Assistance Program Educational Plan (SNAP-Ed)

B. Project Period: Contract effective date through September 30, 2017. The Department reserves the right to renew the contract for up to two (2) additional years, subject to continued availability of funds, satisfactory performance of services and approval of the Governor and Executive Council.

C. Objectives: See Exhibit A-1, attached

D. Scope of Work: See Exhibit A-1, attached

E. Deliverables Schedule: See Exhibit A-1, attached

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period in accordance with the budget provided in Exhibit B, and shall show current and cumulative expenses by major cost categories. Campus will invoice State separately by State Fiscal Year.

Invoices shall be sent to:

Financial Manager- Fiscal Unit
Division of Family Assistance
129 Pleasant Street, Brown Building 3rd Floor
Concord, NH 03301

Upon receipt and approval of the invoices by the State Project Director, State shall issue payment to Campus based upon the costs documented by Campus.

Campus will provide a report of the SFY expenses in accordance with the budget categories described above by July 30th each year. Final billing for the agreement must be received by the State no more than 90 days after the contract end date.

G. Other:

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or **CFDA #10.561**

EXHIBIT B- PROJECT BUDGET

Budget Items	SFY 16	SFY 17	SFY 18	Total
1. Salaries & Wages	\$316,614	\$495,479	\$114,516	\$926,609
2. Employee Fringe Benefits	\$108,913	171,009	39,365	319,287
3. Travel	15,610	24,608	6,136	46,354
4. Supplies and Services	219,313	88,574	32,769	340,656
5. Facilities & Admin Costs	168,344	198,192	48,992	415,528
Subtotals:	828,794	977,862	241,778	2,048,434
Total Project Costs:				2,048,434.



Exhibit A -1

Scope of Services

1. Provisions Applicable To All Services

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Service(s) described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith.
- 1.2. The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services, operations prevention, acquisition, or rehabilitation. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.
- 1.3. The Contractor shall submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.

2. Services To Be Provided

The Contractor shall provide nutrition and obesity education services to the population identified by the US Department of Agriculture (USDA) Food and Nutrition Service (FNS) as being participants in or eligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits or other means-tested Federal assistance. The Contractor shall conduct the following activities, which include but are not limited to:

- 2.1. Nutrition and physical activity education and primary obesity prevention interventions that are based on the recommendations from the current USDA Dietary Guidelines for Americans to enable and encourage SNAP eligible individuals to adopt healthy eating habits and physically active lifestyles. The Contractor shall:
 - 2.1.1. Conduct obesity interventions services that include, but are not limited to:
 - 2.1.1.1. Assisting adults and youth with participation in community gardens.
 - 2.1.1.2. Assisting emergency food sites with providing healthier food options.
 - 2.1.1.3. Increasing the availability of farmers markets that accept SNAP electronic benefits transactions (EBT).
 - 2.1.1.4. Work with a minimum of five (5) local Healthy Eating Active Living initiatives to improve the nutrition and



Exhibit A -1

- physical activity environment in communities on projects or initiatives that relate to SNAP-Ed eligible.
- 2.1.1.5. Work with the NH Hunger Solutions Coalition to assist in the implementation of the goals and objectives of the coalition as they impact work with SNAP eligible adults and youth.
 - 2.1.1.6. Improving the nutrition and physical activity environments in schools, after school and out of school sites.
 - 2.1.1.7. Assisting schools with applications for Healthier US School Challenge.
- 2.2. Direct education lesson series delivered in small group settings or with individuals their homes, as requested. In instances where direct education is provided in locations other than school classrooms and/or individual client homes, the Contract shall ensure that the site includes adequate space that allows privacy and uninterrupted time for instruction. Adequate space shall include but not be limited to:
- 2.2.1. Access to restroom facilities.
 - 2.2.2. Space for child care.
 - 2.2.3. Adequate parking.
 - 2.2.4. Accessibility that is American with Disabilities Association (ADA) approved.
- 2.3. Direct education lesson series shall include topics that align with the recommendations of the 2010 Dietary Guidelines for Americans and the USDA's MyPlate. Lesson series shall include food preparation and/or tasting based on the specific lesson, as well as food safety concepts and printed materials. Direct education lessons shall include, but not be limited to:
- 2.3.1. Mini-courses that are each delivered in four (4) sessions lasting between 60 – 90 minutes each, which include but are not limited to:
 - 2.3.1.1. MyPlate for My Family USDA, which assists participants with:
 - 2.3.1.1.1. Planning low cost family meals.
 - 2.3.1.1.2. Eating more fruits and vegetables.
 - 2.3.1.1.3. Being more physically active.
 - 2.3.1.1.4. Developing methods to encourage



Exhibit A -1

- participants' children to participate in all activities.
- 2.3.1.2. Families Eating Smart and Moving More: Saving Money at the Store, which assists participants with:
 - 2.3.1.2.1. Meal and pantry planning.
 - 2.3.1.2.2. Smart shopping at the store by paying attention to unit prices and using coupons.
 - 2.3.1.2.3. Reading food labels.
 - 2.3.1.2.4. Taking an optional Cooking Matters at the Store tour.
 - 2.3.1.3. Families Eating Smart and Moving More: Back to Basics, which assists participants with:
 - 2.3.1.3.1. Improving basic recipes to increase whole grains, fruits and vegetables.
 - 2.3.1.3.2. Reducing sodium and sugar.
 - 2.3.1.3.3. Portion sizes.
 - 2.3.1.3.4. Basic cooking skills.
 - 2.3.1.4. Eat Smart Live Strong USDA, which assists participants with:
 - 2.3.1.4.1. Improving their fruit and vegetable consumption.
 - 2.3.1.4.2. Increasing their physical activity.
 - 2.3.2. Cooking Matters programs that are conducted in partnership with the NH Food Bank's Share Our Strength program in order to teach healthy food choices, food safety and cooking skills. These programs shall include but are not limited to:
 - 2.3.2.1. Cooking Matters for Adults.
 - 2.3.2.2. Cooking Matters for Parents.
 - 2.3.2.3. Cooking Matters for Families.
 - 2.3.3. Weight management series that utilize lessons from Families Eating Smart Moving More, which shall include, but not be limited to:
 - 2.3.3.1. Support for participants, including assistance with goal setting.



Exhibit A -1

- 2.3.3.2. Twelve (12) weeks of lessons.
- 2.3.3.3. Fitness trackers for participants to keep track of the number of minutes they have been physically active.
- 2.3.3.4. Assistance for participants in completing of a minimum of three (3) twenty-four (24) hour food recalls in order to document changes in the:
 - 2.3.3.4.1. Amount and types of foods consumed.
 - 2.3.3.4.2. Total calories consumed.
 - 2.3.3.4.3. Portion sizes.
- 2.3.3.5. Focus groups in order to gather information on the effectiveness of the program design in order to determine what support services should be added in year two (2) of the program.
- 2.3.4. Walk with Ease program, as developed by the Arthritis Foundation, which includes but is not limited to:
 - 2.3.4.1. Evidence based curriculum identified by the Centers for Disease Control and Prevention as appropriate to use with arthritis or other chronic diseases including diabetes, heart disease or obesity.
 - 2.3.4.2. A book and workbook for each participant that is used to track physical activity.
 - 2.3.4.3. Additional lessons on nutrition from curricula, as approved by the Department.
- 2.4. Direct education single sessions delivered at the request collaborating agencies or where SNAP eligible, including adults with Limited English Proficiency, are not available for series of lessons. The Contractor shall:
 - 2.4.1. Select single sessions, which are available in English and Spanish, based on audience needs from the following curricula:
 - 2.4.1.1. MyPlate for My Family, USDA.
 - 2.4.1.2. Families Eating Smart Moving More.
 - 2.4.1.3. Cooking Matters at the Store.
 - 2.4.1.4. Cooking Matters at the Store for WIC Parents.
 - 2.4.1.5. Eat Smart Live Strong.
 - 2.4.2. Conduct food demonstrations at food pantries based on food pantry needs, which include but are not limited to providing



Exhibit A -1

- recipes and other program materials specific to food pantry needs.
- 2.4.3. Conduct food demonstrations at farmers' markets that have SNAP-EBT capabilities. The Contractor shall:
- 2.4.3.1. Collaborate with the markets to identify simple recipes based on seasonal fruits and vegetables.
- 2.4.3.2. Ensure SNAP eligibles receive written materials including but not limited to recipes and information on how to sign up for additional lessons.
- 2.4.4. Provides participants with written reference materials for each lesson delivered.
- 2.4.5. Is available to individuals in their homes and in small groups, as requested.
- 2.5. Maintaining and monitoring a Facebook page. The Contractor shall:
- 2.5.1. Ensure that the Facebook page contains links to the New Hampshire Food Stamp Program (NHFSP), which allows SNAP eligibles to access additional, as needed.
- 2.5.2. Advertise the Facebook page on the Contractor's website.
- 2.5.3. Partner with the UNH Dietetic Intern Program for assistance with creating posts under the direction of the State UNH Cooperative Extension staff.
- 2.5.4. Ensure that interns used for assistance described in Section 2.6.3, above, perform duties for this contract as part of their community rotation without monetary compensation.
- 2.5.5. Work with the NH WIC/CSFP program for additional content for Facebook site.
- 2.5.6. Monitor the Facebook page on a daily basis.
- 2.6. Collaborating with the Sycamore Community Garden Coalition in Concord, NH to assist families in safe food handling practices for foods grown in the community garden. The community garden is:
- 2.6.1. Created on land donated by the Community College System of NH.
- 2.6.2. Available for use by refugees and low-income Concord residents.
- 2.7. Collaborating with local emergency food sites to provide information on stocking healthy food options for participants.



Exhibit A -1

- 2.8. Writing articles for the TEFAP newsletter that is disseminated to participating food pantries and soup kitchens.
- 2.9. Implementing community and public health approaches to improve the nutrition and physical activity environment in various community settings. The Contractor shall:
 - 2.9.1. Continue work with the Statewide Coalition to End Childhood Hunger to increase access to existing food resources, improve NH families' economic security, and strengthen the components of the local and regional food system by assisting in the implementation of the Coalition's goals and objectives as they impact work with SNAP Eligible individuals.
 - 2.9.2. Collaborate with a minimum of five (5) Healthy Eating Active Living (HEAL) initiatives to improve the nutrition and physical activity environment in communities that specifically relate to SNAP eligible adults. The Contractor shall work with the following communities:
 - 2.9.2.1. Ashland.
 - 2.9.2.2. Franklin.
 - 2.9.2.3. Laconia.
 - 2.9.2.4. Nashua.
 - 2.9.2.5. Berlin.
 - 2.9.3. Collaborate with the Department of Health and Human Services (DHHS)WIC/CSFP in order to:
 - 2.9.3.1. Develop information and recipes, specific to seniors.
 - 2.9.3.2. Distribute recipes to seniors via the Senior Farmers Market Nutrition Program during the summer months.
 - 2.9.4. Collaborate with Wholesome Wave and the NH Food Bank to notify SNAP recipients of market locations that accept Electronic Benefits Transfers (EBT) payments. The Contractor shall mail a postcard to each SNAP eligible household that directs post card recipients to the Contractor's Facebook page and website, which shall link to the Farmers' Markets listings that accept EBT payments.
 - 2.9.5. Notify each SNAP household with a postcard that will direct them to market listings accessed through our Facebook page and website.

KJ

9/25/15



Exhibit A -1

- 2.9.6. Engage LEP SNAP eligible individuals in the Manchester, Nashua, Laconia and Concord areas to attend lesson series by working in partnership with organizations that work with refugees, immigrants and minority families to conduct outreach activities. These organizations include, but are not limited to:
- 2.9.6.1. The Bhutanese Community of New Hampshire.
 - 2.9.6.2. The New American African Community Coalition.
 - 2.9.6.3. Women for Women in Manchester.
 - 2.9.6.4. Faith-based groups.
 - 2.9.6.5. The Adult Learning Center in Nashua.
- 2.10. Delivering lesson series to SNAP eligible youth to assist youth in following a healthy diet and becoming more physically active. All curricula shall use multiple delivery channels to engage children and to accommodate different learning styles. The Contractor shall provide support, as needed, to school wellness teachers and school food service staff. The Contractor shall:
- 2.10.1. Use evidence based curricula to deliver the lesson series, which includes, but is not limited to:
 - 2.10.1.1. Show Me Nutrition for grades K-5.
 - 2.10.1.2. The Nutrition Connections Teacher Enrichment Kit for grades 3-4.
 - 2.10.1.3. Pick a Better Snack.
 - 2.10.1.4. CATCH's-Go Healthy Series: Life in Balance for grades 6 through 8.
 - 2.10.1.5. CATCH Go For Health.
 - 2.10.1.6. CATCH Kids Club.
 - 2.10.1.7. Nutrition Nuggets.
 - 2.10.1.8. Cooking Matters for Families (youth) for grades 3 through 5.
 - 2.10.1.9. Cooking Matters for Kids for grades 3 through 5.
 - 2.10.1.10. Cooking Matters for Teens for grades 6 through 8.
 - 2.10.1.11. Team nutrition curricula that includes, but is not limited to:
 - 2.10.1.11.1. Discover MyPlate for kindergarten.
 - 2.10.1.11.2. Serving Up MyPlate for grades 1 through



Exhibit A -1

6.
 - 2.10.1.11.3. Great Garden Detective Adventure for grades 3 through 4.
 - 2.10.1.11.4. Dig In for Grades 5 through 6.
 - 2.10.1.11.5. Nutrition Voyage: The Quest to be Your Best for Grades 7 through 8.
 - 2.10.1.11.6. Super Tracker Nutrition Lesson Plans for High School Students – My Plate Super Tracker for grades 9 through 12.
- 2.10.2. Ensure topics covered align with the recommendations from the 2010 Dietary Guidelines for Americans and USDA's MyPlate to assist SNAP eligible youth in establishing healthy eating habits and physically active lifestyles.
- 2.10.3. Ensure curricula referenced in Section 2.11.1. has the flexibility to be delivered in:
 - 2.10.3.1. Schools.
 - 2.10.3.2. After school programs.
 - 2.10.3.3. Out of school sites.
- 2.10.4. Ensure duration of each lesson in a series is approximately thirty (30) to ninety (90) minutes, with a minimum of five (5) and a maximum of eight (8) lessons per series, and further ensure that lessons are presented to youth in group learning sessions, limiting the number of participants to twenty (20) for settings outside of school.
- 2.10.5. Provide schools with information on how to sign up to receive the Nutrition Nuggets newsletter, which:
 - 2.10.5.1. Can be sent home to parents in handout form and/or posted on the school's website.
 - 2.10.5.2. Contains information regarding youth nutrition, physical fitness, recipes and child-parent activities.
 - 2.10.5.3. Is available in English and Spanish.
 - 2.10.5.4. Will be published in a minimum five (5) different issues.
- 2.10.6. Provide additional hardcopy or electronic supports and resources that include, but are not limited to:
 - 2.10.6.1. Materials for bulletin boards.



Exhibit A -1

- 2.10.6.2. Additional curricula.
- 2.10.6.3. Nutrition and physical activity materials from the USDA in English and Spanish that can be sent home to parents.
- 2.11. Provide public health benefits by increasing community opportunities to improve nutrition and physical activity and prevent obesity by:
 - 2.11.1. Recruiting and working with three youth garden sites over the summer months.
 - 2.11.2. Providing nutrition and physical activity lessons from curriculum described in Section 2.11., above, including but not limited to taste testing and cooking, as permitted by the host site.
 - 2.11.3. Working with eligible youth garden sites to provide vegetable seeds, vegetable plants and small gardening tools, as well as other materials that may be needed to make the garden successful.
 - 2.11.4. Providing assistance with garden planting and maintenance, with assistance from the UNH Cooperative Extension Master Gardeners.
 - 2.11.5. Providing the Pick a Better Snack & Act program for grades K-3, in at least two (2) schools enrolled in the Federal Fresh Fruit and Vegetable Program (FFVP). The Contractor shall:
 - 2.11.5.1. Offer the program in schools where a series of lessons described in Section 2.10. above, are not conducive to school schedules.
 - 2.11.5.2. Ensure program components are delivered once per month from January through May. Program goals include, but are not limited to:
 - 2.11.5.2.1. Improving children's overall diet and physical activity.
 - 2.11.5.2.2. Creating healthier eating habits that impact current and future health.
 - 2.11.5.2.3. Assisting schools to create healthier school environments by:
 - 2.11.5.2.3.1. Providing healthier food choices.
 - 2.11.5.2.3.2. Expanding the variety of fruits and vegetables



Exhibit A -1

children experience.

- 2.11.5.3. Coordinate with the school Food Service Director on a monthly basis, when possible, to select a fruit and vegetable to be included on the school menu based on the month's Fresh Fruit & Veggie Program (FFVP) snacks.
- 2.11.5.4. Deliver bi-monthly lessons on fruit and vegetable nutrition that include:
 - 2.11.5.4.1. Taste tests in the classroom setting.
 - 2.11.5.4.2. A short physical activity.
- 2.11.5.5. Provide newsletters that can be sent home to parents.
- 2.11.5.6. Provide bingo cards for students to fill out that show:
 - 2.11.5.6.1. Their consumption of fruits and vegetables for the month.
 - 2.11.5.6.2. The amount of physical activity they have engaged in for the month.
- 2.12. Provide support and resources to school wellness teams. The Contractor shall:
 - 2.12.1. Assist in facilitating school wellness team meetings around assessing the school nutrition and physical activity environment, when requested.
 - 2.12.2. Attend school wellness team meetings, when requested.
 - 2.12.3. Share resources, when requested.
 - 2.12.4. Assist with applications for the Healthier Space US School Challenge, when requested.
 - 2.12.5. Provide schools with:
 - 2.12.5.1. A self-assessment tool.
 - 2.12.5.2. Information about available grants.
 - 2.12.5.3. Information about upcoming professional development opportunities.
 - 2.12.6. Ensure schools have access to the Contractor's web-based training video that promotes the school wellness components of Healthy Schools NH Youth Education and Obesity Prevention Project.

KJ
9/25/15



Exhibit A -1

- 2.13. Collaborate with community groups and organizations on policy changes related to nutrition and physical activity. The Contractor shall:
- 2.13.1. Continue partnership work with Healthy Kids Out of School Initiative, developed by Tufts University to continue work on reducing childhood obesity.
 - 2.13.2. Work with eligible out of school providers to improve the nutrition and physical activity environment at their site. The Contractor shall:
 - 2.13.2.1. Contact eligible out of school sites to promote Contractor programs.
 - 2.13.2.2. Facilitate and attend meetings to discuss nutrition and physical activity policies.
 - 2.13.2.3. Share resources regarding nutrition and physical activity for youth, utilizing the resources outlined on the HealthyKidsHub.org website, which provides staff and volunteers with resources, tools, and training materials that helps with the adoption of three core principles that are:
 - 2.13.2.3.1. Choose water instead of sugar-sweetened beverages.
 - 2.13.2.3.2. Boost movement and physical activity in all programs.
 - 2.13.2.3.3. Fuel up on fruits and vegetables.
- 2.14. Continue using public health approaches to improve policy, systems and environmental change for obesity prevention in the greater Franklin-Laconia area. The Contractor shall:
- 2.14.1. Distribute posters in locations where SNAP eligible frequent. The Contractor shall ensure the messages from the Pick A Better Snack campaign are selected by stakeholders in the greater Franklin – Laconia area.
 - 2.14.2. Ensure the Pick A Better Snack campaign is featured:
 - 2.14.2.1. In local newspapers.
 - 2.14.2.2. On local radio stations.
 - 2.14.2.3. On both HEAL groups' web pages.
 - 2.14.3. Ensure SNAP eligible adults and youth receive marketing materials that highlight messages described in Section 2.15.1, as well as the education about the message during single and



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- lesson series.
- 2.14.4. 2.15.4 Assess other communities with local Healthy Eating Active Living Projects (HEAL) projects in order to identify where the same model will work the best based.
 - 2.14.5. Identify at least one (1) other community in which the Pick A Better Snack campaign can be launched, based on data collected from the greater Franklin – Laconia project.
 - 2.14.6. Implement the Pick A Better Snack campaign in the community identified in Section 2.15.5 a.
- 2.15. Provide activities on three levels to ensure the provision of saturated services as follows:
- 2.15.1. Level 1 – Direct education for adults and youth; food demos at farmers markets and food pantries; newsletters; social media and support and resources for schools to share with parents.
 - 2.15.2. Level 2 – Community gardens; assisting emergency food sites with healthy food options; Pick a Better Snack for schools enrolled in USDA's FFVP, and assistance to schools wishing to improve school wellness environments and apply to participate in the Healthier US School Challenge (HUSCC).
 - 2.15.3. Level 3 - Collaborating with community groups and organizations on policy changes related to nutrition and physical activities such as local Healthy Eating Active Living (HEAL) initiatives; Healthy Kids Out of School Initiative and NH Hunger Solutions Coalition; and increasing SNAP EBT at farmers markets.
- 2.16. Provide qualified staff and continued staff training to ensure quality program delivery. The Contractor shall:
- 2.16.1. Train staff in all lessons to ensure delivery of material is appropriate to the audience being served.
 - 2.16.2. Ensure staff attend a minimum of ten (10) in-state meetings per year that focus on nutrition updates, use of curriculum materials, issues in the field, clarification of guidelines and policies, best practices and/or effective teaching methods.

3. Required Reporting

- 3.1. The Contractor shall provide quarterly reports to the Food Stamp Program Manager no later than fifteen (15) days following the end of the quarter. The quarters are as follows:
 - 3.1.1. October 1 through December 31.



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- 3.1.2. January 1 through March 31.
 - 3.1.3. April 1 through June 30.
 - 3.1.4. July 1 through September 30.
 - 3.2. Quarterly reports identified in Section 3.1, above, must be minimally narrative and must include the following information for each activity:
 - 3.2.1. Number of participants for the reporting period;
 - 3.2.2. Total number of participants who completed the activity;
 - 3.2.3. Number of contacts with participants for the reporting period;
 - 3.2.4. The location of each activity;
 - 3.2.5. The curriculum used; and
 - 3.2.6. Progress toward goals and next action steps to be taken in furtherance of the goals/objectives listed in Section 3 and Section 4.
 - 3.3. The Contractor shall provide a comprehensive yearly summary at the end of the Federal Fiscal Year to the Food Stamp Program Manager by November 10, 2016 and November 10, 2017. The report shall include:
 - 3.3.1. A summary of all Contractor activities.
 - 3.3.2. All information in templates as provided by the USDA FNS.
- 4. Requirements of Delivery of Services**
- 4.1. Ensure that a minimum of 100,000 SNAP households receive a postcard notice of farmers markets that are part of the Granite State Market Match and accept EBT.
 - 4.2. Reach a minimum of 950 SNAP eligible households, who have Limited English Proficiency, including Spanish speaking households, in the Manchester, Nashua, Laconia and Concord areas, to participate in a single presentation as described in Section 2.4, above.
 - 4.3. Reach a minimum of 240 SNAP eligible households who have Limited English Proficiency, including Spanish speaking households in the Manchester, Nashua, Laconia and Concord areas to participate in a series of lessons as described in Section 2.3, above.
 - 4.4. Ensure that one hundred (100) percent of New Hampshire schools that have at least fifty (50) percent of students enrolled in free and reduced priced meals programs are contacted to participate in the Healthy Schools NH Youth Education and Obesity Prevention Project, as indicated in Section 2.10., above.
 - 4.5. Ensure 75% of schools identified in Section 4.4 participate in one (1)



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- activity in the healthy Schools NH Youth Education and Obesity Prevention Project per contract year.
- 4.6. Ensure Contractor participation in a minimum of one (1) community garden as described in Section 2.6., above, with a minimum of twenty (20) participants per contract year.
 - 4.7. Ensure implementation of a minimum of three (3) youth gardens, as described in Section 2.11., above, per contract year.
 - 4.8. Ensure enrollment of a minimum of two (2) schools in the Pick a Better Snack and Act program described in Section 2.11.5., above, per contract year.
 - 4.9. Ensure a minimum of six (6) schools, after school or out of school sites receive support and resources to assess their nutrition or physical activity environment and begin to initiate changes, as described in Section 2.12. and Section 2.13., above, per contract year.

KS

9/25/15