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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
603-271-9474 1-800-852-3345 Ext. 9474
FAX: 603-271-4637 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 9, 2013

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

REQUESTED ACTION

102 Federal funds

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 \$949,648, for the provision of nutrition education and obesity prevention for participants and other low-income individuals who are eligible to receive Supplement Nutrition Assistance or benefits from other means-tested Federal assistance programs, effective date of Governor and Council approval, through September 30, 2014.

Funds to support this request are available in the following accounts in State Fiscal Years 2014 and 2015 budgets with the authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council:

**05-95-45-450010-6125 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS
DEPT OF, HHS: HUMAN SERVICES, TRANSITIONAL ASSISTANCE, DIRECTOR'S
OFFICE**

SFY	Class/Object	Class Title	Activity Number	Budget
2014	102-500734	Contracts for Program Services	45068004	\$712,236
2015	102-500734	Contracts for Program Services	45068044	\$ 237,412
			Total:	\$949,648

EXPLANATION

This contract will provide nutrition as well as obesity prevention education to low-income individuals, families and associated groups that qualify for the Supplemental Nutritional Assistance Program and other Federal assistance programs (such as free or reduced school lunch programs or Women, Infant and Children Nutrition Program etc.) in order to ensure that participants have access to nutrition education that can teach them about budgeting for food costs, sanitary food handling, preparation and storage, thrifty food shopping by using nutritional

Her Excellency, Margaret Wood Hassan
And the Honorable Council
December 06, 2013
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value, reading labels and menu planning. In addition this nutrition education program will show participants how to compare their diets to nutritional guidelines such as the food pyramid.

This contract was competitively bid. On August 23, 2013 the Department issued a Request for Proposals to solicit proposals for the provision of nutrition and obesity prevention education for low-income individuals who are eligible to receive Supplement Nutrition Assistance 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 August 23, 2013 through October 4, 2013. There was one proposal submitted.

The proposal was evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements and the Women, Infant and Children's Supplemental Nutritional Program. The team also included staff with significant business and management expertise.

The proposal was evaluated based on the criteria published in the Request for Proposals. The University of New Hampshire was selected. A bid summary is attached.

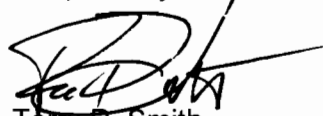
Should Governor and Council not authorize this request, Supplemental Nutritional Assistance Program participants and other low-income individuals who are eligible to receive Supplement Nutrition Assistance or benefits from other means-tested Federal assistance programs will not benefit from nutrition and lifestyle education opportunities designed to prevent obesity and improve their health and well-being.

Area Served: Statewide.

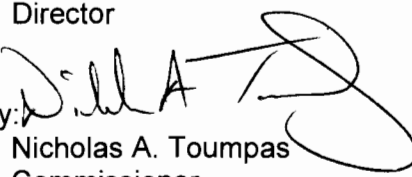
Source of Funds: 100% Federal Funds.

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



**New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet**

**Supplemental Nutritional Assistance
Program: Nutrition Education and
Obesity Prevention Grant Program
(SNAP-Ed)**

14-DHHS-DFA-01

RFP Name _____

RFP Number _____

Reviewer Names _____

Bidder Name

1. UNH Cooperative Extension
2. 0
3. 0
4. 0
5. 0
6. 0

Pass/Fail	Maximum Points	Actual Points
Pass	200	200
	200	200
	200	200
	200	200
	200	200

1. Laurie Green, Program Specialist IV
2. Lisa Richards, Program Planner III
3. Janine Lesser, Program Specialist IV
4. _____
5. _____
6. _____
7. _____
8. _____

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 **9/30/14**. 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: **Adult and Youth Nutrition Education and Obesity Prevention (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: Sponsored Programs Administration
 51 College Rd.
 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: 603-271-9258

Campus Project Director

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

Campus Authorized Official 
 Date 12/24/13

F. Total State funds in the amount of **\$949,648** 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 a Project Agreement, University System may reallocate up to 5% of the cumulative cost of a Project Agreement between the cost categories (Salaries & Wages, Employee Benefits, Non-Capital Equipment/Supplies, Travel, Materials, Administrative, Maintenance, Building and Space, Equipment and other Capital Expenditures, Contract/Grants/Agreements, and Facilities and Administrative Costs) 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.

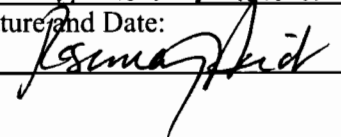
**By An Authorized Official of:
University of New Hampshire**

Name: Victor G. Sosa
 Title: Director, Sponsored Programs Administration
 Signature and Date:

 12-2-13

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

Name: Rosemary Wiant
 Title: Assistant Attorney General
 Signature and Date:

 12-18-13

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

Name: Mary Ann Cooney
 Title: Associate Commissioner
 Signature and Date:

MARY ANN COONEY

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

Name: _____
 Title: _____
 Signature and Date: _____

EXHIBIT A

- A. Project Title:** Adult and Youth Nutrition Education and Obesity Prevention (SNAP-Ed)
- B. Project Period:** Contract effective date through September 30, 2014
- 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.

	Total	SFY 2014	SFY 2015
Total Salaries & Benefits	568,862.00	426,646.50	142,215.50
Contract/Grants/Agreements	30,100.00	22,575.00	7,525.00
Non-Capital Equip & Supplies	0.00	0.00	0.00
Materials	121,399.00	91,049.25	30,349.75
Mini-grant	0.00	0.00	0.00
Travel	21,265.00	15,948.75	5,316.25
Administrative	0.00	0.00	0.00
Building & Space	11,000.00	8,250.00	2,750.00
Building & Space Rentals	4,200.00	3,150.00	1,050.00
Maintenance	0.00	0.00	0.00
Equipment & Other Capital Expenditures	0.00	0.00	0.00
Total Direct	756,826.00	567,619.50	189,206.50
Indirect	192,822.00	144,616.50	48,205.50
Total Project Cost	949,648.00	712,236.00	237,412.00

Campus Authorized Official *[Signature]*
 Date *12/21/13*

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**



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.

2. Services To Be Provided

The Contractor hereby covenants and agrees that during the term of this Agreement, it will provide services to conduct nutrition and obesity education 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 will provide primary focus on SNAP eligible households with mothers and families with school-aged children in kindergarten through grade eight (8) and individuals ages sixty-two (62) and over (hereby known as 'seniors'), statewide, as well as Spanish speaking mothers and families with children who have limited English proficiency in the Manchester and Nashua areas. The contractor shall conduct the following activities, which include but are not limited to:

- 2.1. Provide nutrition and physical activity education and primary obesity prevention interventions that are based on the recommendations from the 2010 USDA Dietary Guidelines for Americans and MyPlate to enable and encourage SNAP eligible individuals in adopting healthy eating habits and physically active lifestyles.
- 2.2. Deliver a minimum of six (6) sessions per series of lessons on nutrition and physical activity to SNAP eligibles. The Contractor shall ensure each session will:
 - 2.2.1. Have a duration of between thirty (30) and one hundred twenty (120) minutes.
 - 2.2.2. Be offered in school settings in schools where at least 50% of individual students are eligible for free and reduced price breakfast and lunch programs, small group settings of less than eleven (11) individuals, or with individuals in their homes.
 - 2.2.3. Use curricula that are listed by the USDA (<http://snap.nal.usda.gov/snap/SNAP-EdInterventionsToolkit.pdf>) as evidence-based by SNAP-Ed Strategies and Interventions: An Obesity Prevention Toolkit for States, July 2013. This includes, but is not limited to:
 - 2.2.3.1. Families Eating Smart and Moving More.

[Handwritten Signature]
[Handwritten Date: 12/2/13]



- 2.2.3.2. Cooking Matters for Adults.
- 2.2.3.3. Cooking Matters for Families.
- 2.2.4. Cover topics that align with the recommendations of the 2010 Dietary Guidelines for Americans and USDA's MyPlate to establish healthy eating habits and physically active lifestyles as primary disease prevention.
- 2.2.5. Provide participants with written reference materials for each lesson delivered.
- 2.2.6. Pilot three (3) mini-courses that contain four (4) sessions each to meet the needs of individuals who cannot attend the lesson series described in Section 2.2, above. This pilot shall be:
 - 2.2.6.1. Modeled after the SNAP-Ed activity at Texas A&M AgriLife Extension and focus on specific topics derived from 'Families Eating Smart and Moving More,' that include, but are not limited to:
 - 2.2.6.1.1. Family mealtime, which covers nutrition and physical activity needs of children, the importance of family mealtime and the role of parent and child in the feeding relationship;
 - 2.2.6.1.2. Saving money at the grocery store, which covers meal and pantry planning, smart shopping at the store (unit prices, coupons), and reading food labels. An optional tour focusing on Cooking Matters at the Store shall be offered.
 - 2.2.6.1.3. Back to basics, which addresses improving basic recipes to increase whole grains, fruits and vegetables. Back to basics also covers reducing sodium and sugar as well as addressing portion sizes. The Contractor shall offer instruction in basic cooking skills, when necessary.
 - 2.2.6.1.3.1. Cooking Matters at The Store shall be offered as an optional lesson which includes food preparation or tasting and food safety concepts.
 - 2.2.6.2. Available to individuals in their homes and to small groups.
- 2.2.7. Engage minority families and minority seniors in the Manchester and Nashua areas to attend lesson series described in Section 2.2 by:
 - 2.2.7.1. Working in partnership with the Title 1 Coordinator at the Dr. Crisp Elementary School in Nashua, NH and with the NH Hispanic Network to conduct outreach to Spanish-speaking families with limited English proficiency in order to:
 - 2.2.7.2. Offering the curriculum identified in Section 2.2.3.2 above, in Spanish.
 - 2.2.7.3. Recruiting Spanish-speaking adults for participation in a series of lessons using the curriculum identified in Section 2.2.3.1, above.



- 2.2.7.4. Collaborating with Easter Seals of New Hampshire, other local agency Family Resource Centers, and other agencies in Manchester that work with Spanish speaking audiences with limited English proficiency to:
 - 2.2.7.4.1. Develop new partnerships with local Manchester agencies to offer the series of lessons in Section 2.2.3.1 above to Spanish-speaking populations who have limited English proficiency.
 - 2.2.7.4.2. Provide a series of lessons in Spanish for Spanish-speaking families in the Manchester area.
- 2.2.7.5. Work with the International Institute of New Hampshire to reach out to refugee populations in the Manchester and Nashua areas to:
 - 2.2.7.5.1.1. Develop a plan for outreach to SNAP-Ed eligible individuals who are refugees
 - 2.2.7.5.1.2. Deliver lesson series as described in Section 2.2.1, above, to SNAP-Ed eligible individuals who are refugees.
- 2.3. Deliver nutrition and physical activity education to SNAP eligible adults through single presentations, which shall be:
 - 2.3.1. Conducted at the request of a collaborating agency.
 - 2.3.2. Offered when SNAP eligible adults are not available for the lesson series described in Section 2.2, above. At all single presentations, the Contractor shall:
 - 2.3.2.1. Provide SNAP eligible adults the opportunity to sign up for a full series of lessons described in Section 2.2, above
 - 2.3.2.2. Provide SNAP eligible adults with printed materials based on the single presentation.
 - 2.3.3. Based on topic matters according to audience needs, using the Families Eating Smart Moving More curriculum in Section 2.2.3.1, above. Additionally, the Contractor shall:
 - 2.3.3.1. Offer SNAP eligible adults the Cooking Matters at the Store option, focusing on rural populations that have less access to large grocery stores. This option shall:
 - 2.3.3.1.1. Consist of a supermarket tour that teaches families how to make healthy food choices on a limited budget.
 - 2.3.3.1.2. Be offered to SNAP eligible individuals through recruitment efforts published in the Senior and Family Newsletters, described in Section 2.5, below.
 - 2.3.3.1.3. Be offered in Spanish in the Manchester and Nashua areas in accordance with Section 2.2.7, above.



- 2.3.3.1.4. Cover food topics specific to fruits and vegetables as well as grains and proteins.
 - 2.3.3.1.5. Provide the option of either topic – specific tours, or tour for each food topic listed in Section 2.3.1.4 above, or combined tours that cover key objectives of each food topic listed in Section 2.3.1.4, above for WIC participants only.
 - 2.3.3.1.6. Include hand-outs and recipes for all adult participants specific to topic matter covered as indicated in Section 2.3.3.1.4, above.
- 2.4. Deliver nutrition and physical activity education to adults who receive assistance through the Women, Infants and Children (WIC) program. The Contractor shall:
- 2.4.1. Use the Cooking Matters at the Store for WIC Parents tour curriculum focusing on foods available in the WIC package.
 - 2.4.2. Teach WIC recipient's ways to make healthy affordable food choices using foods available through the WIC program.
 - 2.4.3. Pilot the WIC-specific tours, described in Section 2.4.1 and 2.4.2 above in at least four (4) local WIC clinics statewide.
 - 2.4.4. Provide the same options listed in Section 2.3.3.1.5, above.
 - 2.4.5. Collaborate with WIC staff to:
 - 2.4.5.1. Recruit participants for education services described in Section 2.4.
 - 2.4.5.2. Address participant barriers including, but not limited to:
 - 2.4.5.2.1. Transportation.
 - 2.4.5.2.2. Childcare.
 - 2.4.5.3. Determine which option listed in Section 2.3.3.1.5, above, would best serve the pilot area.
 - 2.4.5.4. Coordinate times and dates for tours at WIC approved supermarkets.
 - 2.4.5.5. Conduct the tours.
- 2.5. Provide adequate classroom locations with space that allows privacy and uninterrupted time for instruction. The Contractor shall ensure classroom locations shall have:
- 2.5.1. Access to restroom facilities.
 - 2.5.2. Space for child care.
 - 2.5.3. Adequate parking.
 - 2.5.4. Accessibility that is American with Disabilities Association (ADA) approved.
- 2.6. Create and disseminate two (2) types of newsletter series, both of which correspond to the 2010 Dietary Guidelines for Americans and MyPlate and are based upon



responses from eligible gathered in the 2012 telephone survey of NH SNAP households. The Contractor shall:

- 2.6.1. Ensure that one (1) newsletter series targets SNAP seniors. The Contractor shall:
 - 2.6.1.1. Create a minimum of six (6) newsletters.
 - 2.6.1.1.1. Four (4) of the six (6) newsletters shall contain healthy eating and smart shopping information as well as recipes for seniors.
 - 2.6.1.1.2. Two (2) of the six (6) newsletters shall contain opportunities for seniors to sign up for classes described in Section 2.2 through Section 2.4, above. The Contractor shall ensure seniors can respond to sign up opportunities by:
 - 2.6.1.1.2.1. Providing a postage paid card that can be mailed to the Contractor at no cost to the individual.
 - 2.6.1.1.2.2. Providing a toll-free 800 number that seniors can call to complete the sign up process.
 - 2.6.1.2. Include pertinent articles and information from WIC and the Commodity Supplemental Food Program (CSFP).
 - 2.6.1.3. Collaborate with the Department of Health and Human Services (DHHS) WIC/CSFP and the Senior Farmers Market Nutrition Program in order to:
 - 2.6.1.3.1. Develop information and recipes, specific to seniors.
 - 2.6.1.3.2. Distribute newsletters and recipes to seniors during monthly pick up by seniors enrolled in CSFP and via the Senior Farmers Market Nutrition Program.
- 2.6.2. Ensure that one (1) newsletter series targets SNAP families and mothers with children. The Contractor shall:
 - 2.6.2.1. Create a minimum of six (6) newsletters.
 - 2.6.2.1.1. Four (4) of the six (6) newsletters shall contain healthy eating and smart shopping information and recipes.
 - 2.6.2.1.2. Two (2) of the six (6) newsletters shall contain opportunities for families to sign up for classes described in Section 2.2 through Section 2.4, above. The Contractor shall ensure individuals can respond to sign up opportunities by:
 - 2.6.2.1.2.1. Providing postage paid card that can be mailed to the Contractor at no cost to the individual.
 - 2.6.2.1.2.2. Providing a toll-free 800 number that individuals can call to complete the sign up process.



- 2.6.2.2. Ensure the newsletters are family oriented and feature a variety of the USDA FNS Core Nutrition Messages.
- 2.6.2.3. Collaborate with the Department of Health and Human Services (DHHS) WIC program in order to:
 - 2.6.2.3.1. Include pertinent articles and information from WIC program.
 - 2.6.2.3.2. Share non-identifying pertinent information with the WIC program to be included in WIC newsletters.
- 2.7. Create, maintain, and monitor a Facebook page. The Contractor shall:
 - 2.7.1. Ensure that the Facebook page contains links to lesson series material described in Section 2.2, above, which allows SNAP eligible additional information after the series.
 - 2.7.2. Advertise the Facebook page in the newsletters described in Section 2.6, above.
 - 2.7.3. Partner with the UNH Dietetic Intern Program for assistance with the monitoring Facebook site activity and responding to posts from users, under the direction of the State UNH Cooperative Extension staff.
 - 2.7.4. Ensure that interns used for assistance and monitoring described in Section 2.7.3, above, will perform duties for this contract as part of their community rotation and will not receive monetary compensation.
 - 2.7.5. Work with the NH WIC/CSFP program for additional content for Facebook site.
 - 2.7.6. Monitor the Facebook page on a daily basis.
- 2.8. Collaborate 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:
 - 2.8.1. Created on land donated by the Community College System of NH.
 - 2.8.2. Available for use by refugees and other low-income Concord residents.
- 2.9. 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:
 - 2.9.1. Assisting in the implementation of the Coalition's goals and objectives as they impact work with SNAP Eligible individuals.
- 2.10. Collaborate with a minimum of three (3) 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:
 - 2.10.1. Work with the communities of Ashland, Nashua and Berlin and provide programming materials relating to nutrition and physical activity education as well as obesity prevention.



- 2.11. Deliver a series of lessons to SNAP eligible youth that provides information to assist them in following a healthy diet and be more physically active. All curricula shall use multiple delivery channels to engage children and to accommodate different learning styles. The Contractor shall:
- 2.11.1. Use evidence based curricula to deliver the lesson series, which includes, but is not limited to:
- 2.11.1.1. Show Me Nutrition for grades K-8. The Contractor shall:
- 2.11.1.1.1. Teach the curriculum in classroom settings, out of school sites or after school programs.
- 2.11.1.1.2. Provide related nutrition and physical activity information that may be sent home by the teacher or staff person to parents based on the specific lesson taught.
- 2.11.1.1.3. Provide access to additional newsletters that can be sent home to parents, posted on bulletin boards, or posted on school websites.
- 2.11.1.2. Teacher Enrichment Kit for grades 3-4. The Contractor shall:
- 2.11.1.2.1. Provide kits to teachers who cannot schedule the lesson described in Section 2.11.1.1, above.
- 2.11.1.2.2. Provide staff to deliver the first and last sessions of the lesson series, as well as complete the evaluations of the program.
- 2.11.1.2.3. Provide curriculum for remaining lessons for the classroom teacher to fit into the school day schedule as time permits.
- 2.11.1.3. Cooking Matters for Families (youth) for grades 3-5. The Contractor shall:
- 2.11.1.3.1. Deliver the curricula in Section 2.11.1.3 in partnership with the NH Food Bank's Share Our Strength program.
- 2.11.1.3.2. Ensure curricula are designed to teach healthy food choices as well as food safety and cooking skills appropriate to those choices.
- 2.11.1.4. Cooking Matters for Teens for grades 6-8. The Contractor shall:
- 2.11.1.4.1. Deliver the curricula in Section 2.11.1.4 in partnership with the NH Food Bank's Share Our Strength program.
- 2.11.1.4.2. Ensure curricula are designed to teach health food choices, food safety and cooking skills appropriate to those choices.
- 2.11.2. 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.
- 2.11.3. Ensure curricula referenced in Section 2.11.1 has the flexibility to be delivered in:



- 2.11.3.1. Schools.
- 2.11.3.2. After school programs.
- 2.11.3.3. Out of school sites.
- 2.11.4. 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 ten (10) for settings outside of school.
- 2.11.5. Provide schools with information on how to sign up to receive the Nutrition Nuggets newsletter, which:
 - 2.11.5.1. Can be sent home to parents in handout form and/or posted on the school's website.
 - 2.11.5.2. Contains information regarding youth nutrition, physical fitness, recipes and child-parent activities.
 - 2.11.5.3. Is available in English and Spanish.
 - 2.11.5.4. Will be published in a minimum five (5) different issues.
- 2.11.6. Provide additional hardcopy and electronic supports and resources that include, but are not limited to:
 - 2.11.6.1. Materials for bulletin boards.
 - 2.11.6.2. Additional curricula.
 - 2.11.6.3. Nutrition and physical activity materials from the USDA in English and Spanish that can be sent home to parents.
- 2.12. Provide public health benefits by increasing community opportunities to improve nutrition and physical activity and prevent obesity by:
 - 2.12.1. Recruiting and working with three youth garden sites over the summer months.
The Contractor shall:
 - 2.12.1.1. Contact the Whole Village Family resource Center in Plymouth and the Ledge Street School in Nashua for possible 2014 sites.
 - 2.12.1.2. Provide nutrition and physical activity lessons from curriculum described in Section 2.11.1.1, above, including but not limited to taste testing and cooking, as permitted by the host site.
 - 2.12.1.3. Work 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.
 - 2.12.1.4. Provide assistance with garden planting and maintenance, with assistance from the UNH Cooperative Extension Master Gardeners.

[Handwritten Signature]
[Handwritten Date: 12/2/13]



- 2.12.2. Piloting the Pic a Better Snack & Act program for grades K-3, in six (6) to eight (8) schools enrolled in the Federal Fresh Fruit and Vegetable Program (FFVP).
The Contractor shall:
- 2.12.2.1. Pilot the program in schools where a series of lessons described in Section 2.11 above, are not conducive to school schedules.
 - 2.12.2.2. Ensure program components are delivered twice per month from January through May. Program goals include, but are not limited to:
 - 2.12.2.2.1. Improving childrens' overall diet and physical activity.
 - 2.12.2.2.2. Creating healthier eating habits that impact current and future health.
 - 2.12.2.2.3. Assisting schools to create healthier school environments by:
 - 2.12.2.2.3.1. Providing healthier food choices.
 - 2.12.2.2.3.2. Expanding the variety of fruits and vegetables children experience.
 - 2.12.2.2.4. Increasing children's fruit and vegetable consumption.
 - 2.12.2.3. Coordinate with the school Food Service Director on a monthly basis, when possible, to:
 - 2.12.2.3.1. Select a fruit and vegetable to be included on the school menu based on the month's FFVP snacks.
 - 2.12.2.4. Deliver bi-monthly lessons on fruit and vegetable nutrition that include:
 - 2.12.2.4.1. Taste tests in the classroom setting.
 - 2.12.2.4.2. A short physical activity.
 - 2.12.2.5. Provide newsletters that can be sent home to parents.
 - 2.12.2.6. Provide bingo cards for students to fill out that show:
 - 2.12.2.6.1. Their consumption of fruits and vegetables for the month.
 - 2.12.2.6.2. The amount of physical activity they have engaged in for the month.
- 2.13. Provide support and resources to school wellness teams. The Contractor shall:
- 2.13.1. Assist in facilitating school wellness team meetings around assessing the school nutrition and physical activity environment, when requested.
 - 2.13.2. Attend school wellness team meetings, when requested.
 - 2.13.3. Share resources, when requested.
 - 2.13.4. Assist with applications for the Healthier Space US School Challenge, when requested.



- 2.13.5. Provide schools with:
 - 2.13.5.1. A self-assessment tool.
 - 2.13.5.2. Information about available grants.
 - 2.13.5.3. Information about upcoming professional development opportunities.
- 2.13.6. 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.
- 2.14. Collaborate with community groups and organizations on policy changes related to nutrition and physical activity. The Contractor shall:
 - 2.14.1. Continue partnership work with Healthy Kids Out of School Initiative, developed by Tufts University to continue work on reducing childhood obesity.
 - 2.14.2. Work with eligible out of school providers to improve the nutrition and physical activity environment at their site. The Contractor shall:
 - 2.14.2.1. Contact eligible out of school sites to promote Contractor programs.
 - 2.14.2.2. Facilitate and attend meetings to discuss nutrition and physical activity policies.
 - 2.14.2.3. 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:
 - 2.14.2.3.1. Choose water instead of sugar-sweetened beverages.
 - 2.14.2.3.2. Boost movement and physical activity in all programs.
 - 2.14.2.3.3. Fuel up on fruits and vegetables.
- 2.15. Improve the nutrition and physical activity environment at day care by:
 - 2.15.1. Collaborating with the NH Department of Education staff to assist with the implementation of a new initiative for home day care and child care center providers to improve the nutrition and physical activity environment for children ages five (5) years and older. The Contractor shall:
 - 2.15.1.1. Facilitate meetings.
 - 2.15.1.2. Assist in the review of nutrition and physical activity policies.
 - 2.15.1.3. Attend meetings.
 - 2.15.1.4. Provide training on the benefits of healthy eating and active play for children.
 - 2.15.1.5. Help them assess the nutrition and physical activity environment.
 - 2.15.1.6. Share resources.



2.15.2. Collaborate with the NH Obesity Prevention Program to discuss possibilities of building on their efforts and assist them in outreach to eligible day care providers serving youth ages five (5) years and older.

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 eight (8) 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 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. Quarter 1: January 1, 2014 through March 31, 2014;

3.1.2. Quarter 2: April 1, 2014 through June 30, 2014; and

3.1.3. Quarter 3: July 1, 2014 through September 30, 2014.

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; and

3.2.5. The curriculum used.

3.2.6. Addresses 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, 2014. 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 100% of SNAP households with children and SNAP households where case heads are 62 and over receive six issues of the family oriented and senior newsletters respectively.



- 4.2. Reach a minimum of seventy (70) SNAP eligible households who speak Spanish with limited English proficiency in the Manchester and Nashua areas to participate a single presentation as described in Section 2.3, above.
- 4.3. Reach a minimum of sixty (60) SNAP eligible households who speak Spanish with limited English proficiency in the Manchester and Nashua areas to participate in a series of lessons as described in Section 2.3, above.
- 4.4. Pilot the Cooking Matters at the Store for WIC Parents program described in Section 2.4, above at a minimum of four (4) WIC clinic sites.
- 4.5. 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 2.13.6 above.
- 4.6. Ensure a minimum of seventy-five (75) percent of the schools described in Section 4.1.4 above are contacted to conduct activities listed in Section 2.11, above.
- 4.7. Ensure Contractor participation in a minimum of one (1) community garden as described in Section 2.8, above.
- 4.8. Ensure implementation of a minimum of three (3) youth gardens, as described in Section 2.12.1 above.
- 4.9. Ensure enrollment of a minimum of six (6) schools in the Pic a Better Snack and Act pilot described in Section 2.12.2, above.
- 4.10. Ensure a minimum of ten (10) schools receive support and resources for the schools' wellness teams, as described in Section 2.13 above.



CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

12-2-13
Date



Name: Victor G. Sosa
Title: Director, Sponosred Programs Administration



FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

- 1. The DUNS number for your entity is: 11-108-9470

- 2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

- 3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

- 4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____

Contractor Initials WMA
Date 1/22/13