



REQUEST FOR PROPOSAL

FOR

FY 2024-25

**County of Orange
OC Community Resources/Office on Aging**

For

CalFresh Expansion and SNAP-Ed/CalFresh Healthy Living (CFHL) Program

RFP No. 012-2551501-RG

RFP Term is valid thru 9/30/2025





County of Orange

PROPOSALS MUST BE RECEIVED ON OR BEFORE
February 23, 2023
By
2:00 P.M. Pacific Time
RFP Number
012-2551501-RG

INSTRUCTIONS:

- 1. SUBMIT AND UPLOAD ELECTRONIC COPY OF PROPOSAL VIA OPENGOV .
2. RETURN THIS PAGE SIGNED, WITH PROPOSAL
3. ALL PROPOSALS ARE TO BE IDENTIFIED WITH RFP # 012-2551501-RG
4. QUESTIONS SHOULD BE POSTED VIA OPENGOVE.COM BEFORE THE CLOSE OF THE QUESTIONS AND ANSWERS PERIOD.

DATE: December 5, 2023

REQUEST FOR PROPOSAL (RFP)

The County of Orange, by and through Orange County Community Resources (OCCR) (hereinafter referred to as "County") is soliciting Proposals ("Proposal(s)" or "Application(s)") from qualified firms (hereinafter referred to as Proposer ("Proposer(s)" or "Applicant(s)"), to provide CalFresh Expansion Services and SNAP-Ed/CalFresh Healthy Living (CFHL) Program Services as defined in Section II, Scope of Services ("Scope of Services") herein. Applicants must meet the minimum requirements and qualifications set forth in the RFP and must be capable of providing services set forth in the Scope of Services, incorporated herein by this reference.

This RFP consists of the following Sections:

- SECTION I Introduction and Instructions to Applicants
SECTION II Scope of Services
SECTION III Application Response Requirements
SECTION IV Model Contract

All questions and inquiries related to this RFP must be directed to Rita Gore (hereinafter referred to as "Deputy Purchasing Agent") via County's online bid system OpenGov Procurement (https://procurement.opengov.com/login) For assistance, please contact OpenGov directly.

Applicants are not to contact other County personnel with any questions or clarifications concerning this RFP.

The Deputy Purchasing Agent will provide all official communication concerning this RFP. Any County response other than from the Deputy Purchasing Agent and in writing will be unauthorized and the County shall bear no responsibility for any and all reliance upon the unauthorized communication.

I HAVE READ, UNDERSTOOD AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL (RFP) AND TO THE TERMS, CONDITIONS, APPLICATION(S) AND EXHIBITS REFERENCED HEREIN.
Company Name (as it appears on your invoice and W9) Fed ID#
Address
Authorized Signature (Sign all copies) Title Date
Name of person to contact in reference to this Proposal Phone Number

*If Respondent is a corporation, two (2) signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. If Respondent's officer holds dual title, Respondent's officer must sign this instrument twice; each time indicating his or her office title, that qualifies under the above-described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

RETURN THIS SHEET WITH YOUR RESPONSE

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- Attachment AA –Application
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- Exhibit 4 – Adult Physical Activity Survey
- Exhibit 5 – Food Behavior Checklist Survey

SECTION I: INTRODUCTION AND INSTRUCTIONS TO APPLICANTS

A. INTRODUCTION

The County of Orange, OC Community Resources/OC Community Services (OCCR) invites qualified Applicants to submit a Proposal to provide CalFresh Expansion Services and SNAP-Ed/CalFresh Healthy Living (CFHL) Program for the County's Office of Aging.

This Request for Proposal (RFP) is being released for the CalFresh Expansion Services and SNAP-Ed/CalFresh Healthy Living (CFHL) Program to provide services as defined in the Federal Agricultural Improvement Act of 2018 and Food and Nutrition Act of 2008 and to provide the CalFresh Expansion service to assist older adults in applying for CalFresh benefits formerly known as Food Stamps. This RFP is an opportunity to allow qualified organizations with a minimum of three (3) years of experience serving the targeted population, to present Proposals that will assist OCCR, a division of the County of Orange, in selecting Applicant(s) that will best meet the needs of the County. Both services must be provided to be considered for this opportunity.

The complete Application shall include responses to applicable parts of Attachment AA – titled Application (“Application”). The Application consists of two (2) parts (“Parts”) that are titled in roman numeral order (“Part I and Part II”) Each Applicant is required to complete Part I of the Application. Each remaining Part of the Application refers to a service component identified in the Scope of Services. The Applicants must complete the “Part(s)” for which their organization is interested in submitting an Application. If Applicant provides the desired services (i.e., identified services in Part II) in multiple locations and/or service areas, it shall include a separate response for each location/service area. Only the most qualified Applicants will be considered for award of a contract.

PART I: Minimum Requirements and Qualifications

This part must be submitted only once by every organization who meets the minimum requirement of three (3) years of experience serving the targeted population and qualifications set forth in this RFP. This Part will be utilized, along with proposed Parts, to determine if Applicant meets the minimum requirements and qualifications of the RFP.

PART II: CalFresh Expansion Services and SNAP-Ed/CalFresh Healthy Living (CFHL) Program

CalFresh is an entitlement that provides low-income families with electronic benefits that can be used to purchase food at participating markets and food stores. Beginning June 1, 2019, the California Department of Social Services (CDSS) expanded the CalFresh program to include recipients of Supplemental Security Income (SSI) benefits.

CalFresh Expansion is a program aimed to serve California seniors that are at least 60 years old and have low-income regardless of if they receive SSI or SSP benefits. It is an outreach program that assists older adults with reviewing CalFresh program eligibility, application assistance, and completion of other CalFresh related forms such as Annual Recertifications and SAR7s for applicable households.

SNAP-Ed/CalFresh Healthy Living (CFHL) Program provides funding of direct and indirect education activities based on CDA-approved, evidence-based, nutrition education and obesity prevention programs to SNAP-Ed eligible population.

The California Department of Aging (CDA) has an agreement with CDSS to allocate funding to the Area Agencies on Aging to provide evidence-based nutrition education assistance and obesity prevention services to eligible older adults (60+) under the CalFresh Healthy Living (CFHL) program, which utilizes a Policy, System and Environmental (PSE) approach to deliver effective services.

CalFresh Expansion services are administered in conjunction with SNAP-Ed/CalFresh Healthy Living (CFHL) Program. Applicant/s must be able to provide both services.

Refer to Section II of this RFP for an expanded description of the Scope of Services.

B. PROPOSED TIME SCHEDULE**

Date	Action
December 5, 2023	Release of RFP
December 13, 2023	Non-Mandatory Pre-Proposal/Bidders Conference
December 20, 2023	Written Questions from Applicants Due by 2:00 P.M. PT
December 27, 2023	Mandatory Letter of Intent due by 4:00 P.M. PT
January 5, 2024	Application Deadline: Due by 4:00 P.M. PT
January 8 – February 9, 2024	Evaluation of Applications
February 15, 2024	Issue Notice of Intent to Award of Contract(s) to Applicant(s)
February 19 – 23, 2024	Contract(s) Negotiations; Signatures
Upon final County execution	Contract Term Start Date

****The timeline provided above is proposed and may change at any given time. Applicants will be notified via Periscope Holdings of any timeline changes.**

C. INSTRUCTIONS TO APPLICANTS AND PROCEDURES FOR SUBMITTAL

1. **Applicants who intend to submit an Application must submit a signed Letter of Intent** on the Applicant’s letterhead to Rita Gore, Deputy Purchasing Agent, via email to: cdm.rfpmail@occr.ocgov.com. The letter should reference RFP No. 012-2551501-RG: County of Orange CalFresh Expansion Services and SNAP-Ed/CalFresh Healthy Living (CFHL) Program. Within two (2) business days of receipt of the Letter of Intent, Applicants will receive a confirmation email. **The Letter of Intent must be received on or before December 27, 2023, no later than 4:00 P.M. PT. Applications received without prior submittal of a signed Letter of Intent prior to the prescribed due date will be considered non-responsive and will NOT be considered for an award.**
2. This is a fully electronic Request for Proposal. Applicants must electronically upload their Application PDF Format via <https://www.opengov.com> on or before January 5, 2024, no later than 4:00 P.M. PT. Electronic signatures using DocuSign or E-Signatures by Adobe or another similar electronic signature program are acceptable. *Paper Applications will not be accepted. Late Applications will not be accepted. Facsimile and E-mail Applications will not be accepted.*

Note: Allow sufficient time to upload all required files. Files will not upload successfully on OpenGov if the upload is not completed before the due date and time specified herein, e.g., if Part 1 and 2 uploaded successfully at 1:58:38 P.M. and Part 3 is in progress of being uploaded at 2:00:01 P.M., Part 3 will not upload successfully.

It is the sole responsibility of the Applicant to ensure that the Application is submitted to the County prior to the Application Deadline date and time.

The OC Community Resources Contract Development & Management office will be closed on the following County Holiday(s) during the solicitation period:

- November 10, 2023 Veteran’s Day
- November 23, 2023 Thanksgiving Day
- November 24, 2023 Day After Thanksgiving
 - December 25, 2023 Christmas Day
 - January 1, 2024 New Year’s Day
- January 15, 2024 Martin Luther King Day

3. County has attempted to provide all information available. It is the responsibility of each Applicant to review, evaluate and, where necessary, request any clarification prior to submission of an Application. If any person contemplating submitting an Application is in doubt as to the true meaning of any part of this RFP or finds discrepancies in or omissions from the specifications, they may submit a written request for clarification to the Deputy Purchasing Agent, Rita Gore via the County's on-line bid system at <https://www.opengov.com> under the bid page for this solicitation. For OpenGov assistance, please click on the Chat Box.

All questions or requests for interpretations/clarifications must be received by the date and time specified in Section I: Introductions and Instructions to Respondents and on Cover Page (Page 2). The person submitting the request will be responsible for its prompt and timely submission.

If clarification or interpretation of this RFP is considered necessary by the County, an addendum shall be issued. Any interpretation of, or correction to this RFP, will be made only by an addendum issued by either the assigned Deputy Purchasing Agent or via OpenGov. The Applicant is responsible for ensuring that they have received and reviewed any and all addendums to this RFP. The County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

4. The Non-Mandatory Pre-Proposal/Bidders Conference will be conducted and hosted virtually through MS Teams (On-Line Bidders Conference) on **December 13, 2023, at 1:00 P.M. PT**. Participation in the conference is not mandatory. Applicants may join the Non-Mandatory Pre-Proposal/ Bidders Conference via the weblink below:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 235 133 914 872

Passcode: JdzwNe

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 949-543-0845,,516258708#](#) United States, Irvine

Phone Conference ID: 516 258 708#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

5. Applications must be valid for a period of at least three hundred sixty-five (365) calendar days from the submission date. No Application may be withdrawn after the submission date.
6. Submittals shall be in the following form:
 - a) The Application response will consist of the completed Attachment AA to this RFP – titled Application. Every organization is required to submit Part I – Minimum Requirements and Qualifications (submit only once) followed by every “Part” the Applicant is proposing.
 - b) The Application consists of two (2) Parts listed as follows:
 - Part I – Minimum Requirements and Qualifications
 - Part II – CalFresh Expansion Services and SNAP-Ed/CalFresh Healthy Living (CFHL) Program
 - c) **Applications will start with the Cover Page (Page 2 of the RFP), followed by the Application Part I – Minimum Requirements and Qualifications; A, B, C, D & E, required attachments and any Part**

Applicant wishes to submit followed by required attachments. Each response must correspond to the Part of the Application being answered. (Do not insert your own cover sheet for each Part).

- d) Responses must be bookmarked and identified sequentially for each numbered Part in the Application. If Applicant is responding with multiple locations and/or service areas within one service component, include tabs for each location and/or service area. Include the question to each response and identify the Part as numbered in the Application.
 - e) Proposals shall be formatted on standard letter size, 8.5" x 11". All pages must be numbered and identified sequentially. Use 12pt Times New Roman, double-spaced, with a minimum of 1-inch left margin and ½ inch right margin, header/footer and page numbering.
7. **Applications are not to be marked as confidential or proprietary.** The County may refuse to consider any Application so marked. Applications submitted in response to this RFP may become subject to public disclosure per the requirements of the California Public Records Act, Government Code Section 6250 et seq. The County shall not be liable in any way for disclosure of any such records. Additionally, all Applications shall become the property of the County. The County reserves the right to make use of any information or ideas in the Applications submitted.
8. By submitting an Application, the Applicant represents that it has thoroughly examined the County's requirements as set forth in this RFP and is familiar with the services required in this RFP and that it is qualified and capable of providing the services to achieve the County's objectives.
9. Each Applicant must submit its Application in strict accordance with all requirements of this RFP and in compliance with Application, Part I.D. and E. Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items for the County's consideration as specified in Application, Part I.D.11. and 12. Deviations and/or exceptions will not be accepted after Applications are submitted.
10. The County reserves the right at its sole discretion to:
- a) Reject as non-responsive any Application if it is conditional, incomplete or deviates significantly from the services requested in this RFP.
 - b) Reject as non-responsible any Application if a business entity or individual does not possess the integrity and reliability to assure contractual performance.
 - c) Waive any procedural irregularity, immaterial defect, or other improprieties, which the County deems reasonably correctable or otherwise not warranting rejection of the Application; no such waiver will excuse an Applicant from full compliance with all other Sections of the RFP.
 - d) Withdraw this RFP, in whole or in part, at any time without prior notice and, furthermore, make no representations that any contract will result from responding to this RFP.
 - e) Include the total requirements of this RFP in a contract issued to one Applicant or to apportion those requirements among two or more Applicants as the County may deem to be in its best interests.
 - f) Accept or reject any or all Applications received as a result of this solicitation; and
 - g) Add or delete additional provisions, terms, or conditions to the Model Contract identified in Section IV of this RFP.

In addition, negotiations may or may not be conducted with any Applicant; therefore, the Application submitted must contain the Applicant's most favorable terms and conditions.

11. Pre-contractual expenses are not permitted as part of the Payment/Compensation amount to be included in the final awarded contract (“Contract”). Pre-contractual expenses are defined as including, but not limited to, costs incurred by the Applicant in preparing its Application in response to this RFP; submitting that Application to the County; negotiating with the County any matter related to the Applicant’s Application; and any other expenses incurred by the Applicant prior to the date of award/approval and execution, if any, of the Contract.
12. Where two or more Applicants desire to submit a single Application in response to this RFP, they should do so on a Lead Agency/Primary and subcontractor basis rather than as a joint venture. The County intends to contract or enter into a Contract with a single firm or multiple firms but not with multiple firms doing business as a joint venture.
13. The County does not require; neither encourage nor discourage the use of lobbyists or other consultants for the purpose of securing business.
14. Applicants shall exercise reasonable care and diligence to avoid submitting an Application that could result in a conflict of interest if Applicant were to be selected as the Contractor or contractor. This obligation shall apply to the Applicant; the Applicant’s employees, agents, and relatives; sub-tier contractors; and third parties associated with accomplishing services in Applicant’s Application. If Applicant has done work for the County on this project in the past or has reason to believe that a conflict of interest may exist for Applicant in regard to this project, the Applicant should consult with its legal counsel prior to responding to this RFP. Any Applicant who is found to have an actual conflict of interest may have its Application rejected on that ground. Applicants must be in compliance with the OC Procurement Ethics Guideline. https://cpo.ocgov.com/sites/cpo/files/2021-07/Ethics_Guide_Aug_2017.pdf
15. The submission of a response is permission by the Applicant for the County to verify all information contained therein. If the County believes it is necessary, additional information may be requested from the Applicant. Failure to comply with such request will disqualify the Applicant from further consideration.
16. **Application withdrawal or correction.** If prior to the Application due date, an Applicant discovers an error in the submitted Application, which renders the bidder unwilling to perform under any resulting Contract, the Applicant must immediately notify the Deputy Purchasing Agent in writing and request to withdraw or correct the Application. Any corrections to the Application must be submitted prior to the Application due date.
17. The County has implemented an electronic signature process to execute contracts and/or related contractual documents. DocuSign is the County’s approved web-based application used to obtain electronic signatures and execute contracts/amendments or any document where signatures are required.

D. PROTEST PROCEDURES

Any actual or prospective Applicant who alleges a grievance by the solicitation, award of a Contract may submit a grievance or protest to the assigned Deputy Purchasing Agent.

All protests shall be typed on the protester’s letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

1. The name, address and telephone number of the protester;
2. The signature of the protester or the protester’s representative;
3. The solicitation, contract or agreement number;
4. A detailed statement of the legal and/or factual grounds for the protest; and
5. The form of relief requested.

Protest of Application Specifications:

All protests related to Application specifications must be submitted to the Deputy Purchasing Agent no later than

five (5) business days prior to the Application deadline. Protests received after the five (5) business day deadline will not be considered by the County.

In the event, the protest of specifications is denied, and the protester wishes to continue in the solicitation process, they must still apply prior to the close of the solicitation in accordance with the Application submittal procedures.

Protest of Award of Contract or Approval of Agreement:

In protests related to the award of a Contract or approval of an agreement, the protest must be submitted no later than five (5) business days after the notice of the proposed Contract award or agreement approval is provided by the Deputy Purchasing Agent. Protests relating to a proposed contract award or agreement approval that are received after the five (5) business day deadline will not be considered by the County.

Protest Process:

In the event of a timely protest, the County shall not proceed with the solicitation, award of the contract or approval of agreement until the Deputy Purchasing Agent, the County Purchasing Agent or the Procurement Appeals Board renders a decision on the protest.

1. Upon receipt of a timely protest, the Deputy Purchasing Agent will, within ten (10) business days of receipt of the protest, issue a decision in writing that shall state the reasons for the actions taken.
2. The County may, after providing written justification to be included in the procurement file, make the determination that an immediate award of the contract or approval of the agreement is necessary to protect the substantial interests of the County. The award of a contract or approval of the agreement shall in no way compromise the protester's right to the protest procedures outlined herein.
3. If the protester disagrees with the decision of the Deputy Purchasing Agent, the protester may submit a written notice to the Office of the County Procurement Officer requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

Appeal Process:

1. If the protester wishes to appeal the decision of the Deputy Purchasing Agent, the protester must submit, within three (3) business days from receipt of the Deputy Purchasing Agent's decision, a written appeal to the Office of the County Purchasing Agent.

Written appeals must be sent by mail to the address below with a courtesy copy by email:

County of Orange, County Executive Office
County Procurement Office
400 W. Civic Center Drive
Santa Ana, CA 92701
Attn: County Procurement Officer
CPOAppeals@ocgov.com

2. Within fifteen (15) business days, the County Purchasing Agent will review all materials in connection with the appeal, assess the merits of the appeal and provide a written determination that shall contain his or her decision on whether the appeal shall be forwarded to the Procurement Appeals Board.
3. The decision of the County Procurement Officer on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

E. EVALUATION PROCESS AND CRITERIA

The County will review an Applicant’s Application and at its sole discretion determine whether or not an Applicant has met the minimum requirements and qualifications based on Applicant responses to Part I.A. thru E. of the Application. Applicants who fail to meet the minimum requirements and qualifications will be deemed non-responsive and will not move forward in the evaluation process.

The County’s determination as to whether an Applicant is qualified, and the Application is responsive will be based on the information furnished by the Applicant in response to the RFP, as well as, from other sources determined to be valid by the County, including but not limited to, Dun & Bradstreet. Determination will not be made until after such investigations, as are deemed necessary, are made by the County regarding the experience and financial responsibility of the Applicant, which each Applicant agrees to permit by submitting an Application.

Applications deemed to meet all minimum RFP requirements will be scored by an evaluation panel based on established criteria, which have been weighted and will be assigned points that measure the responsiveness to each identified criterion. The evaluation panel may consist of Advisory Council Members, County staff, and/or other qualified individuals. Each panel member shall evaluate Applications independently, in writing, using a standardized rating form containing all of the criteria delineated in the RFP.

The total number of points earned will be tallied for each Application, and the Applications will be rank ordered, based upon the Applicant(s) submitted written materials.

Applications moving forward in the solicitation process may be invited to participate in an oral interview.

Award of contract shall be made to the responsible Applicant(s) whose Application is most advantageous to the County, taking into consideration the applicable evaluation criteria set forth below.

Applications will be competitively evaluated. The criterion for the evaluation will be the quality of response to the requested information in each of the following categories:

EVALUATION CRITERIA FOR SCORING		
A	Proposed Program Services, Methodology, and Comparability to RFP Objectives	35
B	Experience, Scope of Services and Organizational Qualifications of Personnel	35
C	Adequacy of Facilities and Infrastructure	10
D	Cost Effectiveness	20
Total Maximum Points:		100

County reserves the right to conduct, or to not conduct, oral interviews and/or presentations with the highest-rated Applicant(s). The decision whether to conduct oral interviews/presentations rests solely with County and the decision of the Deputy Purchasing Agent is final. Applicant shall be ready to attend a meeting within five (5) calendar days of notification. Applicants must be prepared to discuss all aspects of their Application in detail. Applicant will not be allowed to alter or amend its Application through the use of the oral interview/presentation process. The County reserves the right to interview additional Applicants. Any inquiry to determine the responsibility of an Applicant to this RFP may be conducted. Applicant agrees that the submission of an Application is permission by Applicant for County to verify all information contained therein. If County believes it necessary, additional information may be requested from Applicant. Failure to comply with any such request may disqualify an Applicant from further consideration.

Written Application: 100%

F. SELECTION/AWARD/CONTRACT APPROVAL PROCESS

Following the evaluation process, the evaluation panel will make a recommendation for award of contract to the Deputy Purchasing Agent. The Orange County Board of Supervisors (BOS) may also be requested to approve the recommendation for award of contract. In addition, County reserves the right to verify and validate any information prior to contract award and during the entire term of the contract.

It is understood and accepted by Applicant that all decisions and the degree to which an Application meets the evaluation criteria and the overall needs of the County are within the purview and judgment of the County and the BOS.

The County reserves the right to negotiate modifications within the proposed Scope of Services with any Applicant as necessary to serve the best interests of the County. If a satisfactory Contract cannot be negotiated in a timely manner, the County, in its sole discretion, may terminate negotiations with the selected Applicant and begin negotiations with the next highest ranked Applicant.

The Model Contract contained in Section IV- Attachment BB of this RFP is the Contract proposed for execution. It may be modified to incorporate additional and negotiated items and other pertinent terms and conditions set forth in this RFP, including special conditions and requirements and those added by addendum, necessary attachments, and to reflect the Applicant's Application and qualifications. Any exceptions to the terms and conditions of the proposed Model Contract or the statements regarding Applicant's inability to comply with any of the provisions thereof must be declared in the Application. Any additional exceptions to the terms and conditions made by any Applicant after submission of its Application may result in elimination from further consideration.

G. D-U-N-S NUMBER AND RELATED INFORMATION

D-U-N-S Number is a unique, 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity at <http://www.dnb.com>. The County reserves the right to verify and validate any information prior to contract award and during the entire term of the Contract.

Subrecipient shall register its organization at <https://www.SAM.gov> and ensure its status is "active," and in good standing prior to execution of this Contract. Upon completion of the registration process, Subrecipient will be assigned a Unique Entity Identifier (UEI) number. The UEI (SAM) number will be used by County to ensure that Subrecipient's registration status is current and remains active during the Contract term. Subrecipient shall provide its UEI (SAM) number to the County prior to the execution of the Contract to ensure that the Subrecipient's registration status is current and remains active during the Contract term.

H. AUDIT REQUIREMENTS

1. Non-profit Applicants are required to submit their most recent IRS Form 990.
2. Applicants who have expended federal funds in excess of \$750,000 annually are required to submit two (2) years of Single Audit reports (FY 2020-21 and FY 2021-22).
3. In addition, all Applicants are required to submit two (2) years of audited financial statements (FY 2020-21 and FY 2021-22).

Audited Financial Statements will include:

- Balance Sheet (Statement of Financial Position) – Including all supporting schedules (i.e. Detailed Aged Payables, Aged Receivables, Notes Payable, etc.);
- Income Statement (Profit and Loss Statement);
- Statement of Cash Flow;
- Retained Earnings; and
- Any footnotes to the statements.

4. For governmental agencies: Submit Financial Audit Report and Financial Statements/Footnotes (Comprehensive Annual Financial Report (CAFR)).
5. Applicant shall upload all documents required under this Section I.H. (Audit Requirements) via as part of its submission package and concurrently with the submission of its Proposal. Please do not submit paper copies of such audit reports and financial statements.
6. The County Auditor/Controller will review the Applicants’ financial records. Applicants shall allow prompt access to their audited financial records when requested by County, State or Federal Auditor staff.
7. Failure to submit the required audit report(s), audited financial statements and/or other documents related to the foregoing, as it pertains to the Applicant, will render the Applicant non-responsive and the Applicant will not move forward in the solicitation process.
8. Applicants who do not possess the financial integrity and reliability to assure contractual performance will be deemed non-responsive.

I. CAMPAIGN CONTRIBUTION DISCLOSURE INFORMATION:

Applicant must complete the Campaign Contribution Disclosure form for, or persons who are subject of, any proceeding involving a license, permit, or other entitlement for use, including most contracts and franchises, pending before the Board of Supervisors (“Board”) of the County of Orange or any of its affiliated agencies. (See RFP Application, PA 3 – Campaign Contribution Disclosure form).

SECTION II: SCOPE OF SERVICES

A. INTRODUCTION

Applicant shall provide the services described in the Scope of Services to increase the likelihood that low-income older adults will eat healthy food while on a limited budget and be physically active by providing education on nutrition, physical activity, and food resource management, as well as Policy, System, and Environmental (PSE) approaches to promote health.

Applicants shall also successfully provide the CalFresh Expansion Services and SNAP-Ed/CalFresh Health Living Program Services and assist older adults in applying for CalFresh benefits for the purpose of fighting hunger.

1. Definitions

As used in this Request for Proposals, the following terms shall have the meanings set forth in this section.

- a) ‘Activity’ means the provisions of services to CFHL program participants, which shall include the actual work performed by program personnel to implement CFHL objectives.
- b) ‘Applicant’ means persons/household who have applied for CalFresh benefits.
- c) ‘Administration on Aging (AoA)’ means the Administration on Aging within the federal Administration for Community Living under the Department of Health and Human Services.
- d) ‘Application Assistance’ means the provision of help to clients in completing the CalFresh application and gathering verification documents. It may include delivery of signed applications to the local office. Application assistance provides support to the client during the application phase, which can lead to a more complete application, fewer trips to the local office, and easier processing for the eligibility worker.

- e) ‘Area Agency on Aging (“AAA”)’ means a public or private non-profit agency designated by state to address the needs and concerns of all older persons at the regional and local levels. AAA is a general term; names of local AAA’s may vary.
- f) ‘Area Plan’ means a four-year plan developed by the AAA to describe the activities and services implemented within the planning and service area and is updated annually.
- g) ‘Behavior’ indicates action rather than knowledge of attitudes.
- h) ‘Behaviorally Focused Nutrition Messages” means messages that are related to:
- Making healthy food choices, examples of which include increasing the consumption of a variety of fruits and vegetables, eating fewer high in saturated fat; and switching to whole grains instead of refined grains.
 - Choosing a physically active lifestyle, with an emphasis on increasing moderate and vigorous physical activity and improving strength, balance and flexibility.
 - The environmental impact of dietary practices, including safe food handling and promoting community physical activity groups.
 - Managing food resources, such as using the nutrition facts label when shopping.
 - Food security, such as applying for nutrition assistance programs (i.e., Supplemental Nutrition Assistance Program (SNAP), also known as CalFresh in California; food distribution programs, etc.).
- i) ‘Board of Supervisors’ means the Orange County Board of Supervisors.
- j) ‘CalFresh’ means a Federal food assistance program, funded by the United States Department of Agriculture (USDA) also known as the Supplemental Nutrition Assistance Program (SNAP). CalFresh is an entitlement that provides low-income families with electronic benefits that can be used to purchase food at participating markets and food stores.
- k) ‘CalFresh Applications Approved’: CalFresh applications that have been submitted on behalf of a client and approved by the County Welfare Department (CWD) for benefits. It is beyond the scope of this contract for the Contractor to obtain application status on each paper or electronic application from their CWD.
- l) ‘CalFresh Applications Submitted’ means CalFresh applications (both paper and online) that have been submitted on behalf of a client and funded by the CalFresh Outreach Plan.
- m) ‘CalFresh Partnerships’ means partnering with counties and Community Based Organizations (CBO) to address barriers of participation and meet the overall goals of the CalFresh Outreach Plan. This deliverable is defined as the number of collaborative meetings, training and workshops provided to other agencies serving the targeted populations, and participation in local collaborative meetings to provide information and education on CalFresh. This deliverable also includes: 1. Distributing CalFresh Outreach approved information 2. Participating in local collaborative meetings to promote CalFresh Outreach 3. Creating strong partnerships with local CWDs 4. Providing outreach in areas of need, such as, but not limited to, rural communities. Note: No funds from this Agreement shall be used for public service announcements on radio, television, or billboards. For reference, please see the Farm Bill [Agricultural Act of 2014, Section 4018(a)] <https://www.govinfo.gov/content/pkg/CRPT-113/hrpt333/pdf/CRPT113hrpt333.pdf>
- n) ‘CalFresh Pre-Screening’ means the use of a paper or electronic tool to ask a set of targeted eligibility questions to inform potential applicants that they may be eligible. (Note: only CWDs can make an eligibility determination).

- o) ‘CalFresh Recertification Applications Submitted’ means CalFresh recertification applications that have been submitted on behalf of a client.
- p) ‘California Code of Regulations (CCR)’ means The California Code of Regulations, Title 22, Social Security Division, 1.8, California Department of Aging. Throughout this RFP, reference to the Codified Regulations is cited as “Section or Subsection” followed by the appropriate number.
- q) ‘California Department of Aging (“CDA”)’ refers to the California state department that is under the auspices of the California Health and Human Services Agency and oversees the execution of the Older Californians Act and the Older Americans Act, referred to as “Department.”
- r) ‘Census Tracts’ are small, relatively permanent geographic entities within counties (or the statistical equivalent of counties) delineated by a committee of local data users. Generally, census tracts have between 2,500 and 8,000 residents and boundaries that follow visible features. Census tract data may be used in targeting audiences for delivery of SNAP-Education (SNAP-Ed).
- s) ‘Contract’: means the awarded contract between County and Contractor to provide County services identified in the Scope of Services attached to the Contract.
- t) ‘Contractor’ means an applicant that is selected to provide program services in response to this Request for Proposals.
- u) ‘County’ means the County of Orange.
- v) ‘County Nutrition Action Plan (CNAP)’ means the collaborative SNAP-ED planning process where all CFHL funded partners come together to identify eligible sites for SNAP-ED delivery and what SNAP-ED funded entity should serve those sites.
- w) ‘Direct Education’ means a program that takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention.
- x) ‘Effectiveness’ means the extent to which pre-established objectives are attained as a result of program activity, as indicated by established performance measures.
- y) ‘Emerging Strategies or Interventions’ means community-or practitioner-driven activities that have not yet been formally evaluated for nutrition education and obesity prevention outcomes.
- z) ‘Evaluation Process’ means the method to collect, analyze, and use program information to identify program effectiveness. There are four key evaluation types:
- “Formative” evaluation involves pre- and ongoing testing of consumer and intermediary elements within program delivery, including messaging, consumer communication materials, training and intervention aids, and evaluation instruments. May be used to adapt elements of an existing evidence-based intervention to a new audience, geographic area, or setting.
 - “Process” evaluation can involve such measures as tracking the number of materials distributed, the number of clients reached, the effectiveness of alternate methods for delivering services and/or barriers to implementing the intervention; helps to assure fidelity that an evidence-based intervention is delivered as designed and thus likely to result in the expected outcomes.
 - “Outcome” evaluation demonstrates changes that occur in the presence of an intervention but does not establish cause and effect conclusions.
 - “Impact” evaluation indicates how effective the intervention was in changing the target populations’ attitudes, awareness and /or behavior.

- aa) ‘Evidence-Based Approach’ means a nutrition education and obesity prevention approach that integrates the best research evidence with the best available practice-based evidence.
- The best research evidence refers to relevant, rigorous nutrition and public health nutrition research, including systematically reviewed scientific evidence.
 - Practice-based evidence refers to case studies, pilot studies, and evidence from the field of nutrition education interventions that demonstrate obesity prevention potential.
 - Evidence may be related to obesity prevention target areas, intervention strategies, and/or specific interventions. The target areas are identified in the current *Dietary Guidelines for Americans*. Intervention strategies are broad approaches to intervening in specific target areas. Interventions are a specific set of evidence-based, behaviorally focused activities and/or actions to promote healthy eating and active lifestyles.
 - Evidence-based allowable uses of funds for SNAP-Ed include conducting and evaluating intervention programs and implementing and measuring policy, systems, and environmental changes in accordance with SNAP-Ed Guidance.
- bb) “Existing CalFresh Household” means one or more members of a household are already receiving CalFresh.
- cc) “Federal Fiscal Year (FFY)” means the period of time that begins October 1 of one year through September 30 of the following year.
- dd) ‘Federal Poverty Guideline (“FPG”)’ shall have a definition identified in the Federal Register by the United States Department of Health and Human Services (“HHS”), under the authority of 42 U.S.C. 9902(2). The Federal Poverty Guidelines are derived from the Census Bureau’s current official poverty thresholds. Poverty Guidelines | ASPE (hhs.gov)
- ee) Federal Poverty Limit (FPL) is defined as a measure of income issued every year by the Department of Health and Human Services (HHS), which is used to determine your eligibility for certain programs and benefits (healthcare.gov).
- ff) ‘Greatest Economic Need’ means having income at or below the federal official poverty line defined by the federal Bureau of the Census and published annually by the Department of Health and Human Services.
- gg) ‘Greatest Social Need’ means the need caused by noneconomic factors, that include physical and mental disabilities, language barriers, cultural or social or geographical isolation, including isolation caused by racial and ethnic status (for example, Black, Hispanic, American Indian, and Asian American), that restrict an individual’s ability to perform normal daily tasks or that threaten his or her capacity to live independently.
- hh) ‘Indirect Education’ means distribution or display of information and resources, including any mass communications, public events (such as health fairs), and materials distribution, which involve no participant interaction with an instructor or multimedia.
- ii) ‘Individual with a Disability’ means an individual with a disability, as defined in Section 3 of Americans with Disabilities Act of 1990 (42 U.S.C. 12102), who is not less than the age of 18 and not more than the age of 59 and as it is defined in Older Americans Act §372(a)(3).
- jj) ‘Information and Assistance’ (“I & A”) means the AAA’s main entry point to services; assessing individual’s needs; providing linkage and referrals within the local community; and to the extent practicable, establishing adequate follow-up procedures to ensure individuals have obtained services.

- kk) ‘Integrated Work Plan (IWP)’ means the Federal Fiscal Year (FFY) SNAP-Ed three-year work plan developed with an integrated approach by all SNAP-Ed funded implementing agencies in their local jurisdiction. The IWP identifies goals, objectives, key messages, educational materials, description of target population, intervention plans, community needs, target messaging, intervention strategies, and evaluation plans to improve the health of the SNAP-Ed eligible population.
- ll) ‘Intervention Strategies’ are broad approaches to intervening on specific target areas.
- mm) ‘Interventions’ are a specific set of evidence-based, behaviorally focused activities and/or actions to promote healthy eating and active lifestyles.
- nn) ‘Key Personnel’ will be managers, supervisors, and employees with professional licensure listed in the proposed staffing plan. This includes temporary assignments of key personnel.
- oo) ‘Limited English Proficient (“LEP”) persons’ means individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English.
- pp) ‘Low Income Persons’ means older adults aged 60 and older participating in or applying for SNAP/CalFresh, as well as people with low financial resources defined as gross household incomes at or below 185 percent (185%) of the Federal Poverty Level (FPL). Census data identifying areas where low-income persons reside are examples of available data sources that can be used to identify low-income populations. Participation in other means-tested Federal assistance programs may also be used as a proxy for low-income since these individuals have gross family incomes below 185 percent (185%) of FPL.
- qq) ‘Means-Tested’ refers to a pre-approved population criteria acknowledged by the CDA, as an area that includes a high population of low-income individuals residing or receiving services in a particular geographical area or a community site.
- rr) ‘Minority’ means an ethnic person of color who is any of the following:
- Black - a person having origins in any of the Black racial groups of Africa.
 - Hispanic - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race.
 - Asian/Pacific Islander - a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Trust Territories of the Pacific including the Northern Marianas.
 - American Indian/Alaskan Native - an American Indian, Eskimo, Aleut, or Native Hawaiian.
- ss) Needs Assessment is the process of identifying and describing the extent and type of health and nutrition problems and needs of low-income older adults in the community.
- tt) Needs Assessment Survey is the process of conducting a survey by sampling the Orange County older adult population to help identify their needs, as they pertain to evidence based nutrition education or physical activity to aid in the prevention of obesity within low-income older adults who may qualify for SNAP/CalFresh, The process also includes; identifying and describing the extent and type of health and nutrition problems, and the needs of low-income older adults in the community. Priority target areas for the administration of the needs assessment survey will primarily be focused in cities identified by the Office of Aging.
- uu) ‘Non-Minority’ means any person who is not identified as belonging to a minority.

- vv) ‘Office on Aging (OoA)’ means the Orange County Office on Aging, the State-designated Area Agency on Aging for Orange County as required by the Older Americans Act. The OoA is located at 1300 S. Grand Avenue, Building B, Santa Ana, CA 92705.
- ww) ‘Older Americans Act’ means Chapter 35 (commencing with Section 3001) of Title 42 of the United States Code.
- xx) ‘Older Californians Act’ means the Mello-Granlund Older Californians Act found in Welfare and Institutions Code Sections 9000 through 9850.
- yy) ‘Older Californians Nutrition Program’ means the Title III C-1 Congregate Nutrition Services and Title III C-2 Home-Delivered Nutrition.
- zz) ‘Older Individual or Older Adult’ means a person who is 60 years of age or older.
- aaa) “Outreach” means educational and informational efforts that provide information about the nutritional and other benefits of participating in CalFresh, as well as basic information about how to apply, directed to nonparticipating but potentially eligible persons. Outreach activities accomplish the following: 1) inform low-income households about the availability, eligibility requirements, and application procedures, 2) provide information about the nutritional benefits of CalFresh, 3) correct myths and misperceptions about CalFresh, and 4) allow individuals to make an informed decision about whether to apply based on accurate information. Allowable outreach activities do not include recruitment activities. See the definition of “recruitment activities” for more information
- bbb) “Outreach Operations Manual” means the document that provides all the guidelines and information for managing CalFresh Outreach. The manual is available at <https://www.cdss.ca.gov/inforesources/calfreshoutreach/resources/operations-manual> [CalFresh Outreach Operations Manual].
- ccc) “Outreach Plan Guidance” means the document that specifies allowable activities.
- ddd) ‘Participant’ means an individual an individual age 60 or older participating in a SNAP-Ed activity at an eligible SNAP-Ed site.
- eee) ‘Partnerships’ mean SNAP-Ed funded and non-funded partners in the community to help SNAP-Ed programs reach their goals.
- fff) ‘Planning and Service Area (PSA)’ means a geographical area, the boundaries of which are determined by the California Department of Aging pursuant to federal law and regulation. The Department allocates funds to the AAA to provide services to Older Individuals residing within a specific PSA.
- ggg) ‘Poverty Guidelines’ means the administrative version of the Federal Poverty Measure issued annually by the Department of Health and Human Services in the Federal Register. Also known as FPL, these guidelines are often use to set eligibility for certain programs. (<http://aspe.hhs.gov/poverty/index.shtml>).
- hhh) ‘Program Evaluation and Reporting System (PEARS)’ refers to the CDA the data reporting platform where all direct education, indirect education, partnerships, and policy/systems/environmental activities are entered.
- iii) Program Requirements” for CalFresh Expansion means CalFresh program requirements found in the SNAP: Nutrition Education and Obesity Prevention Grant Program, Interim Rule (7 CFR 272.2); SNAP: State Plan Outreach Guidance; and California Department of Aging (CDA) Program Memoranda.

‘Program Requirements’ means SNAP-Ed program requirements found in the Nutrition and Food Act of 2008, Sec. 28 as amended through Pub. L. 113-128 (7 USC 2036a); Healthy Hunger Free Kids Act of 2010 and the provision of Direct and Indirect Education Activities as directed by the curricula established by the CDA.

- jjj) ‘Project’ means a discrete unit of nutrition education or obesity prevention intervention at the local level, which is distinguished by a specifically identified low-income target population.
- kkk) “Recruitment Activities” means activities designed to persuade an individual to apply for SNAP benefits through the use of persuasive practices. Persuasive practices constitute coercing or pressuring an individual to apply or providing incentives to fill out an application. Recruitment activities are unallowable costs.
- lll) ‘SNAP Nutrition Education and Obesity Prevention Services’ are a combination of educational strategies, accompanied by supporting Policy, Systems, and Environmental (PSE) interventions, demonstrated to facilitate adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP/CalFresh participants, and low-income individuals eligible to receive benefits under SNAP/CalFresh.
- mmm) ‘SNAP-Ed eligible individuals’ refers to the target audience for SNAP-Ed, specifically SNAP participants and other low-income individuals who qualify to receive SNAP benefits or other means-tested Federal assistance programs, such as Medi-Cal or Temporary Assistance for Needy Families. It also includes individuals residing in communities with a significant low-income population.
- nnn) ‘SNAP-Ed Target Audience’ includes SNAP participants, low-income individuals eligible to receive benefits under SNAP or other means-tested Federal assistance programs such as Medi-Cal, Supplemental Security Income, Emergency Food Assistance Sites, and low-income housing such as HUD or section 8.
- ooo) ‘SNAP-Ed Site’ means any site that meets the USDA, Food and Nutrition Service (FNS) approved site eligibility standards in Section D.2. of this RFP.
- ppp) ‘State Supplemental Payment (SSP)’ means the State-funded cash assistance program administered by the Social Security Administration which augments SSI.
- qqq) ‘Supplemental Nutrition Assistance Program (SNAP)’, formerly known as the Food Stamp Program, provides food purchasing assistance for low- and no-income people living in the U.S. It is a federal aid program, administered by the U.S. Department of Agriculture, under the Food and Nutrition Service (FNS). SNAP is known as CalFresh in California.
- rrr) “Supplemental Security Income” (SSI) means the Federal cash assistance program administered by the Social Security Administration that provides monthly benefits to people with limited income and resources who are disable, blind, or age 65 or older.
- sss) Title IIIC are federally-funded nutrition services for older individuals in a congregate setting. Services include meals, nutrition and health promotion education, health promotion programs, nutrition risk screening, and opportunities for socialization.
- ttt) ‘Unduplicated Count’ means that a person is counted once, regardless of the number of sessions within a series in which they participated. A participant should be counted once for each different intervention they attend. Please use these guidelines when reporting social marketing and/or policy, systems, and environmental (PSE) change activities.

uuu) ‘United States Department of Agriculture, Food and Nutrition Service (USDA, FNS)’ is an agency that works to end hunger and obesity through the administration of fifteen (15) federal nutrition assistance programs including SNAP.

2. Orange County Office on Aging (OoA)

The Orange County Office on Aging (OoA) is the State-designated Area Agency on Aging (AAA) for California Planning and Service Area (PSA) 22 – i.e., Orange County. The OoA is mandated by federal law to be the lead advocate, systems planner, and facilitator of services and programs for Older Individuals and their caregivers who live both in Orange County and in Long-Term Care Facilities within Orange County. This mandate includes accomplishing the goals of the federal Older Americans Act and the Older Californians Act.

The OoA is a division of the County OC Community Resources/OC Community Services Department. The Board of Supervisors is the legally designated governing board for the AAA, and the Board of Supervisors retains final authority to make decisions concerning the provision of services to Older Individuals in the County, including the selection of subrecipient.

The mission of the OoA is to ensure that the County’s Older Individuals experience a high quality of life characterized by independence, safety, health, transportation, affordable housing, appropriate nutrition, and social activity. To fulfill this mission, the OoA studies the needs of Older Individuals, develops a local Area Plan as mandated by the Older Americans Act to meet those needs, procures services based on the Area Plan, and monitors the selected subrecipient/s to ensure that needed services are provided. The goal of the OoA is to develop a seamless continuum of services to Older Individual consumers, their families, and caregivers. Please see the OoA website: www.officeonaging.ocgov.com.

The California Code of Regulations (22 CCR § 7310) require that Older Individuals within the California Planning and Service Areas with the following characteristics are targeted for services and/or outreach efforts:

- a) Older Individuals with the Greatest Economic Need, with particular attention to low-income minority individuals.
- b) Older Individuals with the greatest social need, with particular attention to low-income minority Individuals.
- c) Who reside in rural areas.
- d) Older Native Americans.
- e) With severe disabilities.
- f) With limited English-speaking ability.
- g) With Alzheimer's disease or related disorders with neurological and organic brain dysfunction and the caretakers of these individuals.

3. Orange County Older Individuals Population

The American Community Survey 2021 5-Year Estimates numbered the Orange County Older Individual population age 60 and over at 656,802. See Exhibit 1 Older Adult Population.

B. GENERAL INFORMATION

1. Background

The County of Orange Aging Programs provide services to support the needs of older adults with regulatory targeting priorities for delivery of services and includes the CalFresh Expansion and SNAP-Ed/CalFresh Healthy Living (CFHL) Program Services described in this RFP.

CalFresh, known federally as the Supplemental Nutrition Assistance Program or SNAP, provides monthly food benefits to individuals and families with low-income and provides economic benefits to communities. CalFresh is federally mandated and in California, is state-supervised and county-operated.

CalFresh Expansion is a program aimed to serve California seniors that are at least 60 years old and have low-income regardless of if they receive SSI or SSP benefits. It is an outreach program that assists older adults with reviewing CalFresh program eligibility, application assistance, and completion of other CalFresh related forms such as Annual Recertifications and SAR7s for applicable households.

SNAP-Ed/CalFresh Healthy Living (CFHL) is a component within the larger SNAP/CalFresh program that provides education on nutrition, physical activity, and food resource management, with the goal to increase the likelihood that low-income older adults will eat healthy food while on a limited budget and be physically active. The program also works on Policy, System, and Environmental (PSE) approach to promote health. It is the largest nutrition education program administered in the United States. More than one-third of California residents are eligible for SNAP-Ed/CalFresh Healthy Living (CFHL). SNAP-Ed/CalFresh Healthy Living (CFHL) supports healthy, active, and nourished lifestyles by teaching Californians about good nutrition and how to stretch their food dollars, while also building partnerships in communities to make the healthy choice, the easy choice (calfresh.dss.ca.gov).

The Agricultural Improvement Act of 2018 provides for formula grants to State welfare departments for the CalFresh Program. In California, the Department of Social Services (CDSS) funds the California Department of Public Health, University of California, Catholic Charities of California, and California Department of Aging (CDA), who then fund local partners, such as Area Agencies on Aging (AAA), local health departments, educators, volunteers, and non-profit organizations. The local partners work together to make information and options for healthy eating and physical activity available to eligible, low-income Californians through the SNAP-Ed/CalFresh Healthy Living (CFHL) program. Orange County currently has two other funded agencies for SNAP-Ed/Healthy Living (CFHL): Orange County Health Care Agency and Catholic Charities of Orange County,

2. **Purpose**

The OoA is requesting Applications to provide CalFresh Expansion and SNAP-Ed/CalFresh Healthy Living (CFHL) Program Services to eligible older adults in Orange County who have a low-income and/or qualify for SNAP/CalFresh benefits. These services include those described in Part II.

3. **Funding Formula**

CalFresh Expansion:

Base funding allocation from the California Department of Aging is \$30,000 for Orange County. All remaining funds were allocated based on the following factors:

- a) PSA's percentage of eligible SSI/SSP recipients that are 65 and over. Estimated eligible population data provided by California Department of Social Services.

Supplemental Nutrition Assistance Program Education (SNAP-Ed):

Base funding allocation from the California Department of Aging is \$100,000 for Orange County. All remaining funds were allocated based on the following factors:

- a) 50 percent based on the PSA's share of the number of Medi-Cal eligible individuals
- b) 34 percent based on the PSA's share of the number of unduplicated Older Americans Act (OAA) nutrition program participants
- c) 15 percent based on the PSA's share of the number of eligible individuals living in geographic isolation

The PSA's allocations are subject to change annually with the release of updated population data.

4. Term of Contract

This contract is for the provision of Services upon County execution and ending September 30, 2024, with a potential for renewal of up to one (1) one-year term.

5. Total Estimated Funds

Total estimated funds available for program services are listed in Section II.D., Program Requirements and Service Unit Information. Funding is contingent on availability of federal, State and County funds. The County reserves the right to adjust funding allocations in order to maximize the distribution of funds.

6. Cash Advances

It is the County's preference to limit cash advances to organizations that have not been awarded/allocated funds in the past fiscal year, and that may require start-up funds. Request for cash advances will be considered on a case-by-case basis and are not guaranteed. All cash advances are at the discretion of the County.

If approved for Cash Advance, County shall reduce the amount of monthly payments in the seventh, eighth, ninth, tenth and eleventh months by twenty percent (20%). Such recovery may not exceed the total of all outstanding advances, and no monthly payment shall be made to awarded Applicant. There shall be no less money remaining unpaid to the awarded Applicant than the total of advances made.

7. Eligible Applicants

Any private non-profit, public, or for-profit organization that meets the requirements described in this RFP may apply. Prior to awarding of a contract to a for-profit entity, the County is required to receive approval by CDA in accordance with Title 22 C.C.R. Section 7362 before final approval by the Board of Supervisors.

8. Availability of Resource Documents

Resource documents, which may be helpful in understanding the regulations, and procedures that govern the Office on Aging and programs under this solicitation may be found at the following web sites:

Office of Management and Budget (OMB) Circulars (A-87, A-102, A-110, A-122, A-133) can be located at <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>

The following laws, regulations and policies can be found through links at the CDA website at https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/#pp-laws . Under "Laws and Regulations," you will find the following:

- a) California Welfare and Institutions Code
- b) California Code of Regulations
- c) Older Americans Act, Reauthorization 2016
- d) United States Code (USC) Title 42, Chapter 35 – Programs for Older Americans
- e) California Retail Food Code: Grandfather Clause for Pre-existing, Non-conforming structures & Equipment

Other resources include:

- a) Dietary Guidelines for Americans: <https://www.dietaryguidelines.gov/>
- b) Orange County Office on Aging Area Plan 2020-2024: www.officeonaging.ocgov.com

- c) Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards (45 CFR Part 75) - [Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards: https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html](https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html)
- d) California Department of Aging Program Memos: https://aging.ca.gov/Program_Memos/
- e) California Department of Social Services: CalFresh – SNAP-Ed: <https://www.cdss.ca.gov/inforesources/calfresh/supplemental-nutrition-assistance-program-education>
- f) USDA SNAP-Ed Guidance: <https://snaped.fns.usda.gov/program-administration/snap-ed-plan-guidance-and-templates>
- g) SNAP Outreach Plan Guidance https://fns-prod.azureedge.us/sites/default/files/resource-files/SNAP_Outreach_Guide_%20July_2017.pdf
- h) CalFresh Outreach Operations Manual <https://www.cdss.ca.gov/inforesources/calfresh-outreach/resources/operations-manual>
- i) CalFresh Healthy Living GIS System: <https://data.chhs.ca.gov/dataset/calfresh-healthy-living-gis>

9. Poverty Guidelines

United States Department of Health and Human Services (HHS), under the authority of 42 U.S.C. 9902(2). The poverty guidelines are derived from the Census Bureau's current official poverty thresholds and updated annually by HHS. The 2023 federal poverty guidelines for annual income are as follows (<https://aspe.hhs.gov/poverty-guidelines>):

Persons in Family or Household	Annual Income 100%	Annual Income 185%
1	\$14,580	\$26,973
2	\$19,720	\$36,482
3	\$24,860	\$45,991
4	\$30,000	\$55,500
5	\$35,140	\$65,009
6	\$40,280	\$74,518
7	\$45,420	\$84,027
8	\$50,560	\$93,536
	+\$5,140 for each additional family member	+\$9,509 for each additional family member

10. Subcontracting Requirements

Upon approval, Applicants may subcontract up to 49% of the program services. Applicant may propose a higher percentage and must include justification for the proposed percentage increase. Approvals are not guaranteed and are at the County’s discretion. Applicant will ensure the County approves subcontractors, in writing and in advance, before authorizing a subcontractor to begin services. Applicants must confirm that subcontractors are selected in accordance with Federal and/or State procurement standards. Specific requirements of subcontracts are listed in Section IV Model Contract.

Applicant will be responsible for enforcing performance standards upon their subcontractor(s). Applicant’s subcontractor(s) shall not subcontract services.

11. Hours of Operation

Contracted service hours of operation shall be, at a minimum, from 8:00 a.m. to 5:00 p.m.; Monday through Friday, excluding County observed holidays.

Applicant must ensure that service delivery is available throughout the holiday seasons. Office closures are authorized only on County observed holidays. County holidays that fall on a Saturday will be observed on the preceding Friday.

County Observed Holidays	
Independence Day	Christmas Day
Labor Day	New Year's Day
Native American Day	Martin Luther King Jr. Day
Veteran's Day	Lincoln's Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Memorial Day

The County reserves the right to set and modify hours of operation based on program demands that will most effectively serve the needs of its customers.

C. ADMINISTRATIVE AND FISCAL REQUIREMENTS

1. General Requirements

If selected, applicants shall be required to provide Services in accordance with all applicable laws, policies, procedures, regulations, and standards of federal law, State law, the County of Orange, CDA, CDSS, USDA, and the Board of Supervisors.

2. Performance Standards

All Contractors must maintain performance standards set for quality and quantity of service. Quantitative and qualitative evaluations of Contractors may be completed on a monthly basis by OoA staff. Contractors may be subject to termination of the contract or sanctions, including contract suspension and/or withholding of funds, if performance falls below a specified level each month or each quarter.

3. Service Data Collection, Recording and Reporting Requirements

Consistent with the CDA requirements concerning the confidentiality of participant names and addresses, Contractors shall be required to collect, record and report data necessary to meet OoA and CDA requirements. All participant demographic and service unit data for the prior month is due on a monthly basis at the direction of County and will be entered into the applicable system and/or reported through paper or electronic reports as required by County. Such reports shall be provided in a format deemed necessary by OoA. Other program reports will be due within ten days of a written request from OoA.

Contractor will utilize the data collection and reporting system(s) prescribed by OoA to record and report all required data elements to maintain compliance with CDA mandates. This is subject to change as CDA requirements change.

Contractors shall establish procedures to ensure the accuracy and authenticity of the number of service deliverables and eligible participants in the program. Such procedures shall be kept on file at the provider's site. Program records and reports shall be made available for audit, assessment, or inspection by authorized representatives of OoA or the CDA. Information obtained from a participant's records shall be maintained in a confidential manner.

The OoA shall have the right to withhold payment or terminate the contract for failure to comply with the administrative and fiscal requirements of the program as prescribed in the contract.

4. Fiscal Requirements

Contractor must submit a complete Lobbying Disclosure Form. Federal funds (cash, in kind matching and non-matching funds) and grant-related income disclosure report will be provided to the Contractor by the OoA.

Contractors shall maintain and submit records, statistical information, financial reports, including invoices and program information in a form and format required by the County, OoA, or CDA. Monthly reports shall be submitted at the direction of the County following the end of the month for which the expenditures were incurred. Other fiscal reports will be due within ten days of a written request from the OoA. The OoA shall have the right to withhold payment for failure to comply with the provisions of this section.

5. Language Requirements

Pursuant to Executive Order 13166, Contractors must take reasonable steps to provide meaningful access to Limited English Proficient (“LEP”) persons.

Contractors shall ensure that reasonable alternative communication services are available to meet the linguistic needs of identified eligible client population groups who are non-English speaking or Limited English Proficiency (LEP) beneficiaries at key points of contact. Key point of contact includes, but are not limited to, telephone contacts, office visits, and in-home visits.

Alternative communication services include, but are not limited to, the provision of services and programs by means of the following:

- a) Interpreters or bilingual providers and provider staff.
- b) Contracts with interpreter services.
- c) Use of telephone interpreter lines.
- d) Sharing of language assistance materials and services with other providers.
- e) Translated written information materials, including but not limited to, enrollment information and descriptions of available services and programs.
- f) Referral to culturally and linguistically appropriate community service programs.

Contractor shall notify its employees of clients’ rights regarding language access and Subrecipient’s obligation to ensure access to alternative communication services as determined appropriate by Contractor.

The five threshold languages in the County of Orange are:

- a) English
- b) Chinese (Traditional)
- c) Korean
- d) Spanish
- e) Vietnamese (pre-1975)

Contractors must ensure the availability of printed materials that are approved by OoA and in languages appropriate to the demographic composition of the County, and at a minimum in the five threshold languages.

6. Coordination of Resources Requirements

Contractors shall establish effective working relationships with cities, other Older Individuals services providers, existing providers for the CalFresh Expansion program, and various health care programs, including the Orange County Health Care Agency. Application must describe how the services to be provided will be coordinated with local cities and the network of older adult services providers, including local senior centers.

Contractors shall work collaboratively with OoA and other service providers, particularly the Information and Assistance Program (I&A), to ensure access to Older Americans Act, Older Californians Act programs, and other available community resources.

In order to ensure effective collaboration and coordination of services, a Contractor shall be required to submit drafts of all printed materials related to outreach and marketing of program services to OoA for approval before publication and dissemination.

D. PROGRAM REQUIREMENTS AND SERVICE UNIT INFORMATION

1. General Program Requirements

This section describes the programs and service units under this solicitation.

2. Eligibility Requirements

Specific to CalFresh Expansion Services

- a) Program services shall be provided to individuals who may be eligible to receive CalFresh benefits, formerly referred to as Food Stamps.
 - i) Persons aged 60 and older
- b) Contract Awards
 - i) Multiple service components are being solicited, therefore will yield multiple contract awards. The County may award to one, none or multiple Applicants for each service components and/or Service Area as the County deems it to be in its best interest.
- c) Service Units
 - i) Service Unit(s) will include individuals served, applications submitted, partnerships formed and recertifications completed.
- d) Service Areas
 - i) Service Area is defined as “Countywide”.
- e) CalFresh Activities:
 - i) Service Area: Countywide
 - ii) Description of services:
 - (1) CalFresh Pre-Screening: The use of a paper or electronic tool to ask a set of targeted eligibility questions to inform potential applicants that they may be eligible. (Note: only County Welfare Departments can make an eligibility determination).
 - (2) CalFresh Applications Submitted: CalFresh applications (both paper and online) that have been submitted on behalf of the client and funded by the CalFresh Outreach Plan.
 - (3) CalFresh Applications Approved: CalFresh applications that have been submitted on behalf of a client and approved by the County Welfare Department (CWD) for benefits. It is beyond the scope of this Contract for the Subrecipient to obtain application status on each paper or electronic application from their CWD.
 - (4) CalFresh Partnerships: partnering with counties and Community Based Organizations (CBO) to address barriers of participation and meet the overall goals of the CalFresh Outreach Plan. This deliverable is defined as the number of collaborative meetings, training and workshops provided to other agencies serving the targeted populations, and participation in local collaborative meetings to provide information and education on CalFresh.
 - (5) CalFresh Recertifications (if applicable): CalFresh recertification applications that have been submitted on behalf of a client.
- f) Estimated Funding: Fiscal Years 2023-24 funding for the CalFresh Expansion Activities is estimated at \$67,266, subject to availability of funds.
- g) Required Match: Not applicable.

- h) Allowable Expenses:
- i) The Contractor shall be compensated for expenses only as itemized in the approved Budget with the exception of line item budget transfers and shall not be entitled to payment for these expenses until this Agreement is approved and executed by the County.
 - ii) The Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Budget shall include, at a minimum, the following items when reimbursable under this Agreement:
 - (1) Personnel Costs – monthly, weekly, or hourly rates, as appropriate and personnel classifications together with the percentage of time to be charged to this Agreement.
 - (2) Fringe Benefits.
 - (3) Contractual Costs – subcontract and consultant cost detail.
 - (4) Indirect Costs.
 - (5) Rent – specify square footage and rate.
 - (6) Supplies.
 - (7) Equipment – detailed descriptions and unit costs.

Specific to Supplemental Nutrition Assistance Program Education (SNAP-Ed)

Program services shall be provided only to: Please see Exhibit 1 for the demographics of older adults by city.

- a) Individuals
 - i) Persons aged 60 and older; and
 - ii) Have an income at or below 185 percent of the Federal Poverty Level (FPL)
- b) Congregate Meal Participant (Refer to Exhibit 2 Focal Points)
- c) Low Income Housing Resident
- d) Community Centers (Refer to Exhibit 2 Focal Points)
- e) Other Means-Tested Community Sites

Sites

Must meet CFHL eligibility standards, using one of these methods:

- Means Tested.
The site qualifies based on the population it serves and not its physical address. The site should predominantly provide services to low-income residents. This population qualifies by being eligible for CalFresh, Medi-Cal, public housing, low-income senior apartments, shelters, SSI, Low-Income Home Energy Assistance Program (LIHEAP), IHSS, or a food pantry/food bank/Food Distribution on Indian Reservations, etc.
- Census Data.
The site address must be in a low-income census tract, where at least 50% of the population have low income (i.e., incomes at or below 185% of the Federal Poverty Level). If the program is targeting a specific race/ethnicity, the most current data for that group may be used. Use the CalFresh Healthy Living Geographic Information System (CFHL GIS) to identify a qualifying census tract.
- Surveys
Intake Forms – Use Title IIIIC participant intake forms to determine that at least 50 percent (50%) of participants have gross incomes at or below 100 percent (100%) of the FPL. Ensure Title IIIIC SNAP-Ed site eligibility is evaluated annually, and the eligibility documentation records are kept on file at the contracting agency. [*Survey* – Identify that at least 50 percent (50%) of participants have gross incomes at or below 185 percent (185%) of the FPL.
- Qualifying Farmers Markets.
If the Farmer's Market is not in an allowable low-income census tract, nutrition education programs must identify whether the farmers market accepts CalFresh Electronic Benefit Transfer (EBT). The Local Implementing Agencies (LIA) will need to show that the market is the only place where low-income consumers can buy from local farmers, or that there are only one or two markets that serve this area.

3. Contract Awards

Multiple service components are being solicited, therefore may yield multiple contract awards. The County may award to one, none or multiple Applicants for each service components and/or Service Area as the County deems it to be in its best interest.

4. Service Units

Service Unit(s) may vary based on the proposed service(s).

5. Service Areas

Service Areas are defined as “Countywide”

6. SNAP-Ed/CalFresh Healthy Living Program Services Activities

- a) Service Area: Countywide
- b) Description: A combination of activities that includes conducting a needs assessment, educational strategies (in-person or virtual), accompanied by supporting Policy, Systems, and Environmental (PSE) interventions. Activities must demonstrate adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP/CalFresh participants, and low-income individuals eligible to receive benefits under SNAP/CalFresh (CFHL).

Implementation of the program should include the following components:

Needs Assessment

Contractor will collaborate with County staff and existing CalFresh Expansion service providers in conducting a needs assessment in order to identify and describe the extent and type of health and nutrition problems and needs of low-income older adults in the community, as they pertain to evidence-based nutrition education or physical activity interventions to aid in the prevention of obesity within the low-income older adult community who may qualify for SNAP/CalFresh.

Educational Strategies

The Contractor shall implement a SNAP-Ed/CalFresh Healthy Living (CFHL) program targeting the SNAP-Ed eligible population through no-cost direct and indirect education activities based on CDA-approved, evidence-based, nutrition education and obesity prevention programs. SNAP-Ed nutrition-focused activities must align with specific key messaging that meets the current Dietary Guidelines for Americans (DGA) as follows:

- Follow a healthy dietary pattern at every life stage.
Customize and enjoy nutrient-dense food and beverage choices to reflect personal preferences, cultural traditions, and budgetary considerations. Focus on meeting food group needs with nutrient-dense foods and beverages and staying within calorie limits.
- Limit foods and beverages higher in added sugars, saturated fat, and sodium, and limit alcoholic beverages.

The SNAP-Ed interventions used as part of the Contractor’s direct education strategies must be from the approved CDSS Integrated Curricula List (Exhibit 3 CDSS Integrated Curricula List)

SNAP-Ed interventions that are at least four sessions shall be evaluated for effectiveness. The evaluation shall include, at a minimum, questions from the Adult Physical Activity Survey (Exhibit

4 Adult Physical Activity Survey) for physical activity interventions or the Food Behavior Checklist (Exhibit 5 Food Behavior Checklist Survey) for interventions that address food behaviors.

Policy, Systems, and Environmental (PSE) Interventions

Contractor will work with County Program staff and other community nutrition providers to ensure coordination of services. Contractor will contribute to the development of the Integrated Work Plan and County Nutrition Action Plan to create a healthy environment with lasting change through policy, systems and environmental (PSE) interventions, PSEs creates an environment that support healthy behaviors. The intention is that the selected PSEs are aligned with selected nutrition education and physical activity promotion strategies to create synergy across the multiple layers of the community, in order to increase the likelihood of making the healthy choice an easy and preferred choice.

Examples of existing PSE strategies include:

- i. Improving nutrition standards;
- ii. Addressing active transportation;
- iii. Addressing behavioral economics;
- iv. Addressing daily quality of physical activity;
- v. Improving access to healthy foods; and
- vi. Improving access to physical activity opportunities.

c) Estimated Funding: Fiscal Years 2023-24 funding for the SNAP-Ed is estimated at **\$173,089**, subject to availability of funds.

d) Required Match: Not applicable.

e) Allowable Expenses:

Allowable expenses include staffing, supplies or equipment necessary to support the implementation of SNAP nutrition education and obesity prevention services delivered through multiple venues, and involve activities at the individual, interpersonal, community, and societal levels. Acceptable policy level interventions are activities that encourage healthier choices based on the current DGA. Intervention strategies may focus on increasing consumption of certain foods, beverages, or nutrients as well as limiting consumption of certain foods, beverages, or nutrients consistent with the DGA; SNAP-Ed nutrition education and obesity prevention activities must be on the CDA-approved curriculum list. An evidence-based approach for nutrition education and obesity prevention is defined as the integration of the best research evidence with best available practice-based evidence. Evidence-based allowable uses of funds for SNAP-Ed include conducting and evaluating intervention programs, and implementing and measuring the effects of policy, systems, and environmental changes in accordance with SNAP-Ed Plan Guidance.

Applicants are encouraged to pursue opportunities to build partnerships to where both are contributing and benefitting from the collaboration.

f) Service Units: Applicant must propose service units and unduplicated participant counts for the following:

- Monthly program participant count
- Number of Direct Education activities provided (specify activity type from pre-approved Curricula)
- Number of unduplicated individuals that participated in receiving Direct Education activities
- Number of Indirect Education activities provided (specify activity type)
- Number of individuals that participated in receiving Indirect Education activities
- Number of Policy, System, and Environmental Activities provided

- Number of individuals that participated in the Policy, System and Environmental Activities
- Number of Surveys completed (pre and post activity surveys)
- Number of sites where Direct Education activities were provided (means-tested or low-income census tract sites)
- Number of partnerships formed to promote and provide SNAP-Ed/CFHL

SECTION III: APPLICATION RESPONSE REQUIREMENTS

Applications must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Responses must be indexed in the following order with individual tabs for each numbered Part. There are two (2) Parts with five sub-sections (A, B, C, D, and E) for each part. Include the question to each response and identify the Part as numbered in the Contractor Application.

ATTACHMENT AA

Application

(Complete Application and tab each Part separately.)

SECTION IV: MODEL CONTRACT

The Model Contract contained in this RFP is the Contract proposed for execution. It may be modified to incorporate negotiated items and other pertinent terms and conditions set forth in this RFP, including special conditions and requirements and those added by addendum, necessary attachments, and to reflect the Applicant's Application and qualifications. The selected proposal(s) may be incorporated and attached by reference into the awarded contract(s).

ATTACHMENT BB

Model Contract

**Exhibit 1
Orange County Older Adult Population by City
& Unincorporated Area**

City	Age 60+ Total	Age 60+ Non-White	Age 60+ 100% Poverty	65+ Disabled
Aliso Viejo	7,252	2,306	438	1,205
Anaheim	59,793	35,338	7,320	13,852
Brea	10,012	4,025	544	2,042
Buena Park	17,227	12,076	1,165	3,975
Costa Mesa	19,223	6,036	1,404	4,100
Coto de Caza CDP	3,437	952	168	308
Cypress	10,714	5,036	745	2,460
Dana Point	9,981	1,667	505	1,795
Fountain Valley	15,395	6,959	1,144	3,076
Fullerton	27,687	13,760	1,996	5,088
Garden Grove	35,209	24,541	5,301	8,850
Huntington Beach	49,796	13,744	3,768	9,403
Irvine	42,704	18,448	4,095	7,065
La Habra	12,107	6,744	1,303	2,785
La Palma	4,046	3,063	273	1,026
Ladera Ranch CDP	2,699	934	172	339
Laguna Beach	8,431	978	276	1,259
Laguna Hills	8,155	2,593	731	1,486
Laguna Niguel	19,111	4,816	1,310	2,740
Laguna Woods	15,909	4,359	1,768	4,512
Lake Forest	16,758	5,865	1,193	2,882
Las Flores CDP	535	172	18	59
Los Alamitos	2,490	1,297	217	554
Midway City	1,720	1,436	428	569
Mission Viejo	26,126	6,950	1,502	5,322
Newport Beach	26,658	3,492	1,802	4,360
North Tustin CDP	7,561	2,132	305	1,269
Orange	26,509	10,922	2,109	5,330
Placentia	10,220	4,538	774	1,984
Rancho Mission Viejo CDP	1,880	538	104	329
Rancho Santa Margarita	8,347	1,978	275	1,645
Rossmoor CDP	3,442	1,064	116	505
San Clemente	16,643	2,580	1,037	3,057
San Juan Capistrano	9,499	2,375	432	2,220
Santa Ana	45,336	35,589	6,165	9,831
Seal Beach	12,312	3,226	974	3,489
Stanton	7,189	4,809	991	1,652
Tustin	13,949	6,779	1,856	2,240
Villa Park	2,116	692	223	462
Westminster	20,903	14,758	3,250	5,642
Yorba Linda	17,893	5,618	840	3,065
South County Canyons	1,031	236	76	192
TOTAL	658,005	285,419	59,113	134,024

Source: United States Census Bureau, 2021 American Community Survey 5 Year Estimates (S0102, S1701, S1810)

*Estimate based on total population instead of older population due to lack of survey

Rev: 6/7/2023

FOCAL POINTS
FY 2023-24

Designated Community Focal Points	Address
Abrazar	7101 Wyoming Westminster, CA 92683
Abrazar at Midway City Community Center	14900 Park Lane Midway City, CA 92655
Aliso Viejo Recreation & Community Services	100 Park Ave Aliso Viejo, CA 92656
Anaheim Independencia Senior Center	10841 Garza Anaheim, CA 92804
Anaheim Senior Citizen Center (Downtown)	250 E. Center Anaheim, CA 92805
Asian American Senior Citizens Service Center	850 N. Birch St. Santa Ana, CA 92701
Bell Tower Regional Community Center	22232 El Paseo Rancho Santa Margarita, CA 92688
Brea Senior Center	500 S. Sievers Avenue Brea, CA 92821
Brookhurst Community Center	2271 W. Crescent Ave Anaheim, CA 92801
Buena Park Senior Activity Center	8150 Knott Avenue Buena Park, CA 90620
The Center at Founders Village Senior & Community Center	17967 Bushard Street Fountain Valley, CA 92708
Costa Mesa Senior Center	695 West 19th Street Costa Mesa, CA 92627
Cypress Senior Citizen Center	9031 Grindlay Cypress, CA 90603
Dana Point Senior Center	34052 Del Obispo Dana Point, CA 92629
Dorothy Visser Senior Center	117 Avenida Victoria

	San Clemente, CA 92672
El Modena Family Resource Center	18672 East Center Street Orange, CA 92869
Florence Sylvester Memorial Senior Center	23721 Moulton Parkway Laguna Hills, CA 92653
The Friendly Center	147 W. Rose Ave Orange, CA 92866
Fullerton Senior Multi-Purpose Center	340 W. Commonwealth Fullerton, CA 92832
H. Louis Lake Senior Center	11300 Stanford Avenue Garden Grove, CA 92840
Jewish Federation & Family Services	1 Federation Way Irvine, CA 92603
Korean American Seniors Assn. of OC	9884 Garden Grove Blvd Garden Grove, CA 92844
La Habra Community Center	101 West La Habra Blvd La Habra, CA 90631
La Palma Senior Club	7821 Walker St La Palma, CA 90623
Lake Forest Clubhouse for Seniors	100 Civic Center Dr. Lake Forest, CA 92630
Lakeview Senior Center	20 Lake Road Irvine, CA 92604
Los Alamitos Recreation & Community Services	10911 Oak St. Los Alamitos, CA 90720
Norman P. Murray Senior Center	24932 Veterans Way Mission Viejo, CA 92692
North Seal Beach Community Center	3333 St. Cloud Drive Seal Beach, CA 90740
Oasis Senior Center	801 Narcissus Avenue Newport Beach, CA 92625
Orange Senior Center	170 South Olive St. Orange, CA 92866

Placentia Senior Center	143 S. Bradford Avenue Placentia, CA 92870
Rancho Senior Center	3 Ethel Coplen Way Irvine, CA 92612
San Juan Capistrano Community Services	25925 Camino Del Avion San Juan Capistrano, CA 92675
Santa Ana Senior Center	424 W. Third St. Santa Ana, CA 92701
Sea Country Senior & Community Center	24602 Aliso Creek Road Laguna Niguel, CA 92677
Seal Beach Senior Center	707 Electric Ave. Seal Beach, CA 90740
Senior Center in Central Park	18041 Goldenwest Street Huntington Beach, CA 92648
Southern California Indian Center, Inc.	10175 Slater Ave. #150 Fountain Valley, CA 92708
Southland Integrated Services	1618 W. 1 st . St. Santa Ana, CA 92703
Southwest Senior Center	2201 W. McFadden Ave. Santa Ana, CA 92704
Stanton Senior Center	7800 Katella Ave. Stanton, CA 90680
The Susi Q. Senior Center (Laguna Beach Senior Center)	380 Third Street Laguna Beach, CA 92651
Trabuco Center	5701 Trabuco Road Irvine, CA 92620
Tustin Area Senior Center	200 S. "C" St. Tustin, CA 92780
Westminster Senior Center	8200 Westminster Blvd Westminster, CA 92683
Yorba Linda Senior Center	4501 Casa Loma Yorba Linda, CA 92886

CDSS Integrated Curricula List - Older Adult

Exhibit 3

Curriculum	Link	Description	Number of Lessons
A Taste of African Heritage	https://oldwayspt.org/programs/african-heritage-health/atoah-community-cooking-classes	Each class includes nutrition and historical lessons, cooking demonstrations, and discussion on traditional foods from Africa. Lessons are on herbs and spices, greens, whole grains, beans and rice, tubers and stew, and fruits and vegetables.	6 lessons
Bingocize™	https://www.wku.edu/bingocize/	Bingocize™ consists of two 60 minute sessions per week. Each session begins with the participants sitting at tables with bingo cards and exercise equipment (balance pads and resistance bands). After every two exercises, a bingo letter and number combination is announced for the game. The pattern is continued until a participant wins the game. The programs goals are to improve mobility, balance, and Activities of Daily Living (ADL) in older adult populations.	24 sessions, twice a week
Choose Healthy Beverages	Section 4 of the Healthy Eating and Active Living (HEAL) Toolkit for Community Educators	60 minute single lesson for adults. Includes MyPlate, label reading, link with chronic disease, types of sugary drinks, calculation of sugar and drinks low in sugar.	1 lesson
Cooking Matters	https://18reasons.org/cooking-matters-and-planned-prepped-0	Cooking Matters promotes healthy eating through educational tools, hands-on cooking courses, and interactive grocery store tours. Participants learn to shop smarter, use nutritional information to make healthier choices, and cook affordable meals.	6 lessons
Cooking Matters at the Store	https://18reasons.org/cooking-matters-and-planned-prepped-0	Focuses on four key food skills: 1. Reading food labels; 2. Comparing unit prices; 3. Finding whole grain foods; 4. Identifying three ways to purchase produce	1 lesson

CDSS Integrated Curricula List - Older Adult

Exhibit 3

<p>Eat Healthy, Be Active Community Workshops</p>	<p>http://www.health.gov/dietaryguidelines/workshops/</p>	<p>Six 1-hour workshops based on the 2015 Dietary Guidelines for Americans and the PA Guidelines for Americans. Each workshop includes a lesson plan, learning objectives, talking points, hands-on activities, videos, and handouts. For community educators, health promoters, dietitians/nutritionists, cooperative extension agents, and others to teach to adults in a wide variety of community settings.</p>	<p>Single session or 6 session options</p>
<p>Eat Smart, Live Strong: Nutrition Education for Older Adults</p>	<p>https://snaped.fns.usda.gov/nutrition-education/fns-curricula/eat-smart-live-strong</p>	<p>A comprehensive educational resource guide designed to help teach low-income seniors to select and enjoy nutrient-rich foods. The tool kit contains a leader’s guide and 4 sessions to promote fruit and vegetable consumption and physical activity. Each session is about 30 minutes, plus optional 10-minute physical activity before and after.</p>	<p>Single session or 4 session options</p>
<p>Eatfresh.org Mini- Course</p>	<p>http://lms.eatfresh.org or directly from EatFresh.org home page</p>	<p>Online nutrition class composed of 15 separate topics organized into 3 separate classes. Each 5-10 minute topic is an interactive animated lesson. Content is delivered via text on the screen as well as voice-over. Diverse characters model healthy behaviors in a variety of realistic settings.</p>	<p>45 minutes</p>
<p>Eating Smart, Being Active</p>	<p>http://www.eatingsmartbeingactive.com</p>	<p>An interactive 9 lesson curriculum which teaches the 2015 Dietary Guidelines and MyPlate messaging using a dialog based approach. Lessons are 90-120 minutes long and include hands-on activities, PA, tasting and tips.</p>	<p>Single session or 9 lesson options</p>
<p>Enhance® Fitness</p>	<p>http://projectenhance.org/EnhanceFitness.aspx</p>	<p>Ongoing, low-cost, evidence-based group 60 minute exercise program, that helps older adults at all levels of fitness become more active, energized, and empowered to sustain independent lives.</p>	<p>3 times per week</p>
<p>Everybody Loves Line Dancing</p>			

CDSS Integrated Curricula List - Older Adult

Exhibit 3

Faithful Families Eating Smart and Moving More	https://faithfulfamilies.com/what-we-do/our-approach/direct-peer-education/	Healthy environmental and policy changes within faith communities. Healthy eating and physical activity. Community-based program focusing on multiple levels of the SEM.	9 sessions
Fit & Strong!	http://fitandstrong.org/	Multi-component, evidence-based physical activity program for older adults. 8-week program targets older adults with osteoarthritis and has demonstrated significant functional and physical activity improvements in this population. Fit and Strong has 24 sessions. It can be administered 3 times a week for 8 weeks or twice a week for 12 weeks.	24 sessions
Food Smarts for Adults	https://www.leahspantry.org/what-we-offer/food-smarts-curriculum/	Food Smarts is a flexible, learner-centered cooking and nutrition curriculum with materials and lesson plans appropriate for adults, including older adults. Lesson plans with different class/series lengths are available. Instructor. NEW: Food Smarts for Food Waste lessons may also be added to the Food Smarts Lessons.	3-6 lessons
Food Smarts for Waste Reduction	https://www.leahspantry.org/what-we-offer/cultivate-nourished-communities/food-smarts-curriculum/	Food Smarts for Waste Reduction is a flexible, learner-centered cooking and nutrition curriculum with a focus on food waste reduction. Materials and lesson plans appropriate for adults.	1-3 lessons
Fresh from the Garden	http://celosangeles.ucanr.edu/files/117528.pdf	Curriculum targets limited resource home gardeners and their families. Lessons focus on healthful eating and the health benefits of a vegetable-rich diet. Lessons can be presented as single workshops or in a series.	Single session or 12 lesson options
Healthy Eating and Active Living (HEAL) Toolkit for Community Educators	Access via the WebStore Front or contact NeopbCustomerCare@cdph.ca.gov .	NEOPB adaptation of Fruit, Vegetable, and Physical Activity Toolbox for Community Educators, with shortened lessons. Lessons 1-7 must be provided in a series. Section 8 is optional. Section 4 (Choose Healthy Beverages) can be used as a single session.	Single session or 7 lesson options

CDSS Integrated Curricula List - Older Adult

Exhibit 3

HEAL - Choose Healthy Beverages	Section 4 of the HEAL Toolkit for Community Educators	60 minute single lesson for adults. Includes MyPlate, label reading, link with chronic disease, types of sugary drinks, calculation of sugar and drinks low in sugar.	Single lesson
Matter of Balance (MOB)	https://mainehealth.org/healthy-communities/healthy-aging/matter-of-balance	Participants learn to view falls and fear of falling as controllable, set realistic goals to increase activity, change environment to reduce fall risk factors, and exercise to increase strength and balance. Includes eight 2-hour sessions of 8-12 participants. Structured group intervention activities, group discussion, problem solving, skill building, assertiveness training, videos, sharing practical solutions and exercise training.	8 lessons
MyPlate for My Family Education Toolkit	https://snaped.fns.usda.gov/nutrition-education/myplate-my-family	Educator's Handbook, 4 lessons (each about 45 minutes), participant handouts, marketing brochure, optional handouts. Topics: MyPlate family meals, food and PA, vegetables and fruits, active family time.	4 lessons
Nutrition 5 Class Series	Developed by Orange County Health Care Agency – mibanez@ochca.com	Contractor developed. 5 lessons, 30-60 minutes each. Intended use: Lesson #1 – Build a Healthy Plate, Lesson #2 – Planning Healthy Meals, Lesson #3 – Shopping on a Budget, Lesson #4 – What’s on a Label?, Lesson #5 – Rethink Your Drink	Single session or 5 lesson options
Plan, Shop, Save and Cook	Developed by UC CalFresh State Office uccalfresh_support@ucdavis.edu	An interactive 4-lesson curriculum that uses MyPlate and the 2015 Dietary Guidelines messaging with limited resource families. Lessons emphasize meal planning, food budgeting and healthy cooking so families can eat healthfully during pressing economic times.	Single session or 4 lesson options

CDSS Integrated Curricula List - Older Adult

Exhibit 3

<p>Staying Healthy through Education & Prevention (STEP)</p>	<p>http://www.ahrq.gov/professionals/education/curriculum-tools/stepmanual/index.html</p>	<p>STEP is a 9-session evidence-based exercise program focusing on walking and strength training for seniors. This guide provides information, tools, curricular material, and other resources to implement STEP program in continuing care retirement communities (CCRC).</p>	<p>9 sessions</p>
<p>Seniors Eating Well</p>	<p>https://extension.psu.edu/curriculum-seniors-eating-well</p>	<p>9 topics picked by seniors: Great Grain Discoveries, All Star Senior Snacks, Heart Healthy Meals, Cooking & Seasoning with Herbs, Savory Soups, Double Strength Calcium Recipes, Fitness Fun, Dietary Fat-Fact or Fiction?, Weight Control- Energy Density. Lesson 7. Evaluating Dietary Supplements does not fall within the SNAP-Ed scope and may not be delivered by SNAP-Ed personnel.</p>	<p>Single session or 9 lesson options</p>
<p>Tai Chi for Arthritis</p>	<p>www.taichiforarthritis.com</p>	<p>Includes 12 Tai Chi real time lessons with revisions to warm up exercises and new movement sequences. Synchronized breathing aligned with Tai Chi movements is also integrated into the movement routine.</p>	<p>12 lessons</p>
<p>Tai Chi: Moving for Better Balance (a.k.a. Tai Ji Quan)</p>	<p>fuzhong.li@orst.edu</p>	<p>Includes 24 Tai Chi forms that emphasize weight shifting, postural alignment, and coordinated movements. Synchronized breathing that is aligned with Tai Chi movements is also integrated into the routine. Each session includes new movements and review of movements from previous sessions. Information column.</p>	<p>2-3 sessions per week. Min. number of class sessions: 48 (6 months)</p>
<p>Walking for Well Being in the West</p>		<p>40-65 years (Adults)</p>	

CDSS Integrated Curricula List - Older Adult

Exhibit 3

Walk with Ease	http://www.arthritis.org/living-with-arthritis/tools-resources/walk-with-ease/	Community-based PA and self-management education program. Includes health education, stretching and strengthening exercises, and motivational strategies. Can be done by individuals using Walk with Ease workbook on their own, or by groups led by trained leaders. Structured 6-week multi-component program. Group sessions include socialization time, pre-walk informational mini lectures, warm ups and cool downs, and a 10-35 minute walking period.	Single session or 18 session options
Young at Heart	http://www.healthyagingassociation.org/	The Young at Heart exercise class provides strength training for older adults and includes exercises for 8 major muscle groups. The “Eat Better, Move Better” mini class structure includes 4 sessions of the “Young At Heart” exercises and a nutrition handout. The program is delivered 2 times per week for 30 minutes each class.	Single session or 16 week options



Adult Physical Activity Survey

Date: _____

Pre Test _____

Post Test _____

First letter of your FIRST name	First letter of your LAST name	Birth MONTH	Birth DAY
A-Z	A-Z	01-12	01-31
ID# <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

1. Check the box that best describes your age:

- 0-4 years
 5-17 years
 18-59 years
 60-75 years
 76 years or older
 Prefer not to respond

2. Check the box that best describes your gender:

- Female
 Male
 Non-binary
 Gender not listed
 Prefer not to respond

3. Check the box that best describes your ethnicity:

- Hispanic/Latino
 NOT Hispanic/Latino
 Prefer not to respond

4. Check all boxes that apply to your race:

- American Indian or Alaskan Native
 Native Hawaiian or Other Pacific Islander
 Asian
 White
 Black or African American
 Prefer not to respond

5. Have you ever served in any of the U.S. Armed Forces?

- Yes
 No
 Prefer not to respond



Please mark the response that **best** describes how you **usually** do things.

6.



In the past week, how many days did you exercise for at least 30 minutes?

This includes things like jogging, playing soccer, and doing fitness or dance classes, or exercise videos. This 30 minutes could be all at once or 10 minutes or more at a time. *Do not count housework, taking care of kids, or walking from place to place.*

- 0 days
 1 day
 2 days
 3 days
 4 days
 5 days
 6 days
 7 days

7.



In the past week, how many days did you do workouts to build and strengthen your muscles? This includes things like lifting weights and doing push-ups, sit-ups or planks.

- 0 days
 1 day
 2 days
 3 days
 4 days
 5 days
 6 days
 7 days

8.



How often do you make small changes on purpose to be more active?

This includes things like walking instead of driving, getting off the bus one stop early, doing a few minutes of exercise, or moving around instead of sitting while watching TV.

- Never
 Rarely (about 20% of the time)
 Sometimes (about 40% of the time)
 Often (about 60% of the time)
 Usually (about 80% of the time)
 Always



Food Behavior Checklist

These questions are about the ways you plan and fix food. Think about how you usually do things.

Date: _____

Pre Test _____

Post Test _____

First letter of your FIRST name	First letter of your LAST name	Birth MONTH	Birth DAY
A-Z	A-Z	01-12	01-31
ID#	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Share a Little

We would like to learn about the people who attend our activities to help us improve our services. Your answers are combined with everyone else's and cannot be used to identify you. **Thank you for your help.**

1. Check the box that best describes your age:

- 0-4 years 5-17 years 18-59 years
- 60-75 years 76 years or older Prefer not to respond

2. Check the box that best describes your gender:

- Female Male Non-binary
- Gender not listed Prefer not to respond

3. Check the box that best describes your ethnicity:

- Hispanic/Latino NOT Hispanic/Latino Prefer not to respond

4. Check all boxes that apply to your race:

- American Indian or Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Asian
- White
- Black or African American
- Prefer not to respond

5. Have you ever served in any of the U.S. Armed Forces?

- Yes No Prefer not to respond



Choose one answer for each question.

1.



Do you drink fruit drinks, sport drinks or punch?

no

yes,
sometimes

yes,
often

yes,
everyday

2.



Do you drink regular soda?

no


yes,
sometimes

yes,
often

yes,
everyday

Research and development for this illustrated diet quality checklist were a joint effort of University of California (UC) Cooperative Extension, the California Nutrition Network, UC Davis Design Program and UC Davis Nutrition Department. Authors: Kathryn Sylva, Marilyn, Townsend, Anna Martin, Diane Metz.

3. Fruit: How much fruit do you eat each day?



none
 ½ cup
 1 cup
 1 ½ cups
 2 cups
 2 ½ cups
 3 cups or more

4. Vegetables: How much do you eat each day?



none
 ½ cup
 1 cup
 1 ½ cups
 2 cups
 2 ½ cups
 3 cups or more

5.



Do you eat more than one kind of fruit each day?

- no
 yes, sometimes
 yes, often
 yes, always

6.



Do you eat more than one kind of vegetable each day?

no

yes,
sometimes

yes,
often

yes, always

7.



Do you use this label when food shopping?

no

yes,
sometimes

yes,
often

yes,
always

8.



Do you run out of food before the end of the month?

no

yes,
sometimes

yes,
often

yes,
always