

STATE OF CALIFORNIA
STANDARD AGREEMENT

STD 213 (Rev 02/20)

Cleared
CGS
Date 12/21/2020 S6

STATE CONTROLLER'S OFFICE IDENTIFIER
0559-60847

AGREEMENT NUMBER
M60847-0559

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Labor and Workforce Development Agency, hereinafter referred to as "State"

CONTRACTOR'S NAME

Regents of the University of California, Davis, hereinafter referred to as "University"

2. The term of this Agreement is: 10/15/2020 through 12/31/2021
3. The maximum amount of this Agreement is: \$ 3,136,953.00 (Three Million One Hundred Thirty Six Thousand Nine Hundred Fifty Three Dollars and Zero Cents)
4. The Parties agree to comply with the terms and conditions of the following Exhibits, which by this reference are made a part of the Agreement.

Exhibit A – A7: A-Scope of Work; A1-Deliverables; A2-Key Personnel; A3-Authorized Representatives; A4-Use of Intellectual Property & Data; A5-Resumes/Biosketch; A6-Current & Pending Support; A7-Third Party Confidential Information (if applicable) 23 page(s)

Exhibit B – B-Budget; B1-Budget Justification; B2- Subawardee Budgets (if applicable); B3- Invoice Elements 35 page(s)

Exhibit C* – University Terms and Conditions

UTC-220

Check mark additional Exhibits below, and attach applicable Exhibits or provide internet link:

- | | | |
|---|-----|---------|
| <input type="checkbox"/> Exhibit D – Additional Requirements Associated with Funding Sources | N/A | page(s) |
| <input type="checkbox"/> Exhibit E – Special Conditions for Security of Confidential Information | N/A | page(s) |
| <input type="checkbox"/> Exhibit F – Access to State Facilities or Computing Resources | N/A | page(s) |
| <input type="checkbox"/> Exhibit G – Negotiated Alternate UTC Terms | N/A | page(s) |

Items shown with an Asterisk (*) are hereby incorporated by reference and made part of this agreement as if attached hereto. You can find these documents on the [University of California, Office of the President](#) and the [California Department of General Services](#) websites.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Regents of the University of California, Davis

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

[REDACTED] - UC Davis - Sponsored Programs

ADDRESS

STATE OF CALIFORNIA

AGENCY NAME

BY

DATE SIGNED (Do not type)

12/20/2020

PRIN

[REDACTED] **Labor and Workforce Development Agency**

ADDRESS

California Department of General Services Use Only

Exempt per:

Governor's State of Emergency Proclamation, effective March 4, 2020 (GC Sections 8625-8629)

Exhibit A – Scope of Work

Project Summary & Scope of Work

Contract Grant

Does this project include Research (as defined in the UTC)? Yes No

PI Name: [REDACTED]

Project Title: COVID-19 Statewide Agriculture and Farmworker Education Program

Project Summary/Abstract

The COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program) will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance. The COVID-19 SAFE Program will be highly coordinated in an iterative process to ensure responsiveness to the COVID-19 pandemic and worker and employer needs. The Western Center for Agricultural Health and Safety will engage CBOs and agricultural industry organizations in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

Briefly describe the long-term objectives for achieving the stated goals of the project.

The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety.

If Third-Party Confidential Information is to be provided by the State:

- Performance of the Scope of Work is anticipated to involve use of third-party Confidential Information and is subject to the terms of this Agreement; **OR**
- A separate CNDA between the University and third-party is required by the third-party and is incorporated in this Agreement as Exhibit A7, Third Party Confidential Information.

Scope of Work

Describe the goals and specific objectives of the proposed project and summarize the expected outcomes. If applicable, describe the overall strategy, methodology, and analyses to be used. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the goals and objectives.

University of California, Davis

COVID-19 Statewide Agriculture & Farmworker Education Program

(COVID-19 SAFE Program)

Scope of Work

A. Background

The Western Center for Agricultural Health and Safety (WCAHS) is located at UC Davis, a public land grant university, that is ranked fifth among public universities in the United States and is ranked first for its agricultural program. For nearly 30 years, the WCAHS has aimed to improve the health and safety of individuals working in Western agriculture. This multidisciplinary center is one of the 11 agricultural health and safety centers in the U.S. established by the Centers for Disease Control and Prevention (CDC) and the National Institute for Occupational Safety and Health (NIOSH). The center is dedicated to engaging agricultural communities with research and educational initiatives in Arizona, California, Hawaii, and Nevada. In addition to long-term program and research areas, such as on air quality, heat illness, ergonomics, wildfires (Riden et al. 2020a; see [materials](#)), the WCAHS has been leading COVID-19 research, outreach, and training activities since March 2020.

In mid-March 2020, as California initiated shelter-in-place orders, the WCAHS launched a rapid COVID-19 response, which included a needs assessment, resource development, and a farmworker and farmer/agricultural employer survey (Riden et al. 2020b). The WCAHS also served on a CDC working group to create COVID-19 Agricultural Workers and Employers Guidance ([CDC 2020](#)). Preliminary findings from the agricultural employer survey identified three main concerns: difficulty with physical distancing in agricultural settings, confusion over which guidelines to follow, and the disconnect between employers and farmworkers in relation to COVID-19 prevention. To meet some of these needs, the WCAHS has a dedicated COVID-19 Resources for Agriculture [page](#), which contains downloadable, bilingual resources on risk prevention, employer guidance, and state and federal resources. The WCAHS has also created and made available multilingual audio and visual resources to reach a broader audience.

The WCAHS contributed funding and research guidance for a multi-state collaborative research project, known as the [COVID-19 Farmworker Study](#), which aims to document COVID-19 impact on farmworkers, their ability to protect themselves and their families, and identify worksite best practices as experienced by farmworkers themselves. While the project is ongoing, California data collection is complete and findings are being released by topic area. Study findings and lessons learned from the COVID-19 Farmworker Study will directly inform the proposed project's outreach and training strategies and messages.

This proposed project, COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program), will be led by the WCAHS in collaboration with the California Institute for Rural Studies (CIRS) and the UC Davis College of Agricultural and Environmental Sciences' (CAES) Communications Team, and numerous farmworker-serving community-based organizations (CBOs).

CIRS conducts research for action in partnership with rural communities working for health, equity, and justice. Since 1977, CIRS has pursued public interest research that has resulted in numerous reports and more recently new media projects to achieve the mission of the organization. Early CIRS research initiatives brought attention to large-scale farming and pesticide use issues with three publications produced to inform the general public about the impact of the State Water Project on small farmers and communities. CIRS' work continues to bring important rural development issues to light and provide tools for social change that are based on accurate,

reliable information. CIRS is the coordinating organization for the COVID-19 Farmworker Study and in this role, is in regular communication with leaders from farmworker-serving CBOs across the state and is knowledgeable about community needs during the COVID-19 pandemic.

CAES has helped shape California and the world in monumental ways for more than 100 years, and the college remains dedicated to solving critical issues with food, water, energy, climate change, conservation, and human health to improve the quality of life throughout California, the nation, and the world. The CAES Communications Team provides full-service communication support for the CAES Dean's Office, centers and institutes, departments and campus affiliated programs. The goals of the CAES Communication Team are to inform and engage internal and external stakeholders to advance the college mission, and support the communication and marketing efforts of the college and campus to multiple audiences in California and worldwide. The team is comprised of six people including, a director of communications, two writers/media specialists, a graphic designer, a web/social media specialist, and a photographer/videographer.

The COVID-19 SAFE Program will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance.

B. Purpose

Food and agricultural employees are classified as essential workers, yet the nature of agriculture labor increases COVID-19 exposures for farmworkers. Farmworkers work in close proximity to others, often for extended duration of contact, and also share housing and transportation with family and non-family members (Riden et al. 2020b). These realities may contribute to the agricultural-related COVID-19 outbreaks that have occurred, and continue to occur, in the western United States. The Central Valley, one agricultural region of particular concern, has experienced high rates of COVID-19. The lack of a comprehensive healthcare, a weak public health infrastructure unable to meet educational and contact tracing needs in a culturally appropriate way, and low wages earned by farmworkers ([Kasler et al. 2020](#)) decreases the likelihood that farmworkers receive education and resources needed; therefore, there is a need for targeted outreach. Targeted outreach and prevention measures are also needed among H-2A workers and employers, where numerous outbreaks have also occurred in H-2A worker housing.

The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety.

C. Project Partnership Plan

The COVID-19 SAFE Program will be highly coordinated in an iterative process to ensure responsiveness to the COVID-19 pandemic and worker and employer needs. The WCAHS will engage CBOs and agricultural industry organizations in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

Table 1 presents an overview of outreach methods and messages by audience type.

Table 1 Overview of outreach methods and messages

	Farmworkers & H2A workers	CBOs	Farmers, growers, FLCs
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Outreach Method	<ul style="list-style-type: none"> • Text messages • Short videos • Small group meetings • One-on-one interaction • Interactive games 	<ul style="list-style-type: none"> • Monthly Zoom meetings • Phone, email 	<ul style="list-style-type: none"> • WCHAS website and newsletter • Social media • Print ready signage to display at worksites in multiple languages
Key Messages	<ul style="list-style-type: none"> • COVID-19 basics • COVID-19 myths • Workplace & home best practices • Workers' rights • State benefits • Paid sick leave 	<ul style="list-style-type: none"> • COVID-19 basics • COVID-19 myths • Workers' rights • State benefits • Paid sick leave • Navigating state agencies 	<ul style="list-style-type: none"> • COVID-19 basics • COVID-19 myths • Workplace best practices • Regulatory reminders
Responsible Partner	CBOs	CIRS	WCAHS

As a multi-level, multi-organizational effort, each member of the partnering team will take the lead on activities particularly suited to their expertise:

1. WCAHS

- a. Partner and subcontract with CIRS and CBOs to participate in the outreach and training strategy. WCAHS will identify CBOs based on existing partnerships (listed below) while also seeking new partnership opportunities throughout the project period.
- b. In collaboration with CIRS and CAES, develop all curricula and materials, and train representatives from all CBOs on COVID-19 basics, COVID-19 myths, and workers' rights, as well as how to explain concepts to farmworkers. The training will include instructions on how to utilize the materials in their communities. CBO leaders will disseminate the materials we provide via in-person meetings with farmworkers. See Section D below for detailed information on Outreach Resource Development.
- c. Create a data entry system to record CBO outreach activities and consolidate responses to inform future outreach materials and training topics.
- d. Conduct a thorough assessment of existing outreach to H-2A farmworkers in California to identify successful models, potential partners, and build relationships with employers and worker-serving organizations.
- e. Conduct Zoom trainings for farmworkers, CBO representatives, community leaders, farmers, agricultural employers, and agricultural association representatives. See section E below for details
- f. Provide technical assistance to CBOs, community leaders, farmers and agricultural employers, and agricultural association representatives. See section F below for details.
- g. Serve on a Labor Workforce Development Agency (LWDA)-led advisory committee about a state-wide public awareness campaign and provide expert knowledge about worker and employer COVID-19 awareness and attitudes to inform campaign messaging.

2. CAES

- a. Provide strategic communication guidance to WCAHS.
- b. Assist WCAHS in developing outreach resources and communication assets, including statewide agricultural-specific video and photos.
- c. Design training materials.
- d. Develop web content, story profiles, and digital and social media tool kits.
- e. Work with WCAHS and CIRS to capture audio and video footage of CBO representatives and/or farmworkers sharing COVID-19 safety messages and experiences.

3. CIRS

- a. Assist WCAHS in coordinating and facilitating CBO activities and meetings.
 - b. Work with WCAHS and CBOs in the development of outreach and training materials and ensure that all resources are audience appropriate.
 - c. Facilitate Zoom meetings allowing interaction between CBO teams and WCAHS. Topics for meetings will include a recap of the month's activities, a discussion of successes and challenges, and the identification of new training topics and outreach needs.
4. **CBOs** will be identified based on their geographic location (e.g., rural and agricultural), emphasis on serving farmworker communities, and ongoing (or interest in) COVID-19 outreach to farmworkers. CBOs are typically well recognized and respected in local communities and are trusted by community members as a source of accurate information. CBOs to participate in the project through a subcontract include:
- i. Lideres Campesinas
 - ii. Centro Binacional para el Desarrollo Indígena Oaxaqueño (CBDIO)
 - iii. Central California Environmental Justice Network (CCEJN)
 - iv. California Farmworker Foundation
 - v. Napa Valley Farmworker Foundation
 - vi. Comite Civico del Valle

CBOs will participate in the following ways:

- a. Disseminate outreach materials to their community members. Interactions with community members will be completed via phone video conferencing, text message, and/or in-person (many CBOs have continued in-person outreach to community members throughout the COVID-19 pandemic). To protect all individuals involved in in-person meetings, meetings will be conducted with individuals wearing the appropriate face coverings, maintaining distance, and meeting outside when possible. In-person meetings will also be capped at small group meetings. Other outreach settings will include food distribution sites, parks, and other local gathering places.
- b. Record their outreach activities in a WCAHS-created Qualtrics data entry system.
- c. Complete the following deliverables dependent on the scope of the subcontract:
 - i. Attend at least two Zoom trainings hosted by WCAHS
 - ii. Attend at least 75% (six of eight) of monthly CIRS-led team meetings

- iii. Outreach to 50–300 individuals each month
- iv. Participate in CIRS-coordinated capacity building workshop

D. Outreach Resource Development

The WCAHS will develop multi-faceted outreach resources for two primary audiences: a) agricultural employers and b) farmworkers. The outreach materials will be primarily disseminated by the WCAHS, CBOs, and agricultural associations; however, all resources will be made available on the WCAHS website and for state agencies for broader dissemination. Outreach resources will provide examples and imagery aligned with the experiences of farmworkers and the agricultural workplace in California.

Outreach resources will be reviewed and approved by LWDA prior to dissemination. The number of each type of resource as well as the range in topics will be based on CBO- and agricultural employer-identified needs, interest, and capacity for broad dissemination.

The number of outreach resources produced by the COVID-19 SAFE Program will also be dependent on the state review process.

1. Outreach topics

- a. Outreach content will build on existing content (developed by WCAHS, state, and federal agencies) and will include COVID-19 basics (e.g., symptoms, spread, prevention), COVID-19 myths, state-provided benefits, and paid sick leave rules. The WCAHS will engage CBOs and partners across the agricultural industry in the resource development process to assess appropriate messaging and garner interest and buy-in for resource dissemination.

2. Digital resources

- a. Text message scripts and social media cards to reinforce outreach and training messages. In collaboration with CBOs and CAES, a suite of messages and social media content will be created about COVID-19 myths. The messages and social media content will be disseminated to CBOs and through WCAHS online channels. After one month, social media analytics and feedback from CBOs will inform the decision to produce additional suites of content on other topics.
- b. Short educational videos informed by personal experiences and produced in multiple languages including indigenous languages. Topics, length, and dissemination method of videos will be determined in collaboration with CBOs. In partnership with CAES, CBOs, and CIRS, a minimum of two videos will be created, disseminated, and evaluated.

3. Written resources

- a. Will include business-sized pocket cards and flyers/posters on key prevention and safety practices to reinforce best practices. WCAHS will partner with CAES to create at least one suite of posters on COVID-19 myths will be created for dissemination at community locations by CBOs and agricultural worksites by employers.

E. Training

The WCAHS will advise LWDA and the Department of Industrial Relations on the development of their training programs. WCAHS will develop and deliver accessible, user-friendly trainings for farmworkers, community leaders, employers, and other stakeholders in the agricultural industry. WCAHS will conduct all trainings, except for the workshops, which will be conducted by CIRS. COVID-19 trainings will strengthen the capacity of community leaders, employers, and key stakeholders in the agricultural community to conduct comprehensive outreach and training on COVID-19, its symptoms, transmission, protective behaviors, workers' rights, and how

to reduce the risk of infection in the workplace. COVID-19 training will target areas of high agricultural employment such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

1. Employer Training Materials

- a. The WCAHS will assess its existing COVID-19 employer [training guide](#) and the need for additional workplace training resources.
- b. The WCAHS will conduct 5–10 informal key informant interviews with growers, agricultural employers, commodity group representatives, and/or grower association representatives to obtain feedback on existing WCAHS COVID-19 training materials. We will inquire as to the need for additional materials and the preferred format (e.g., poster, flyer, checklist).
- c. Based on findings from the assessment, we will partner with CAES to update and/or create new COVID-19 workplace training resources to be used by employers with farmworkers.

2. CBO Training Materials

- a. The WCAHS will partner with CIRS and CAES to create training resources for CBOs and other agencies to use during in-person trainings with farmworkers.
- b. Based on focus group findings and input from CBOs, we will create training flip charts (similar to [these](#)) for trainings on COVID-19 myths and workers' rights. The WCAHS is currently partnering with CIRS and several CBOs to create a training flip chart on COVID-19 basics based on existing WCAHS COVID-19 resources. By training CBOs, we are dramatically amplifying the information reaching farmworkers.

3. Zoom Trainings

- a. The WCAHS will develop and deliver COVID-19-related presentations and trainings for the agricultural industry, farmworkers, and CBOs. UC Davis will invite agency (e.g., Cal/OSHA consultation, Employment Development Department), industry, and community specialists with subject matter expertise to act as co-trainers. Presentations and trainings will be held in English and Spanish and will range from 45 minutes to two hours.
- b. Table 2 illustrates the recruitment strategy, training topics, estimated number of trainings, and participants by training audience type.

Table 2 Recruitment strategy, training topics, estimated number of trainings, and participants by training audience type.

	Farmworkers	CBO representatives and community leaders	Farmers, growers, FLCs
Recruitment strategy	<ul style="list-style-type: none">• CBOs• Employers	<ul style="list-style-type: none">• Existing relationships• CIRS• WCAHS newsletter	<ul style="list-style-type: none">• Existing relationships• Agricultural associations• WCAHS newsletter

Training topics	<ul style="list-style-type: none"> • COVID-19 basics • COVID-19 myths • Workers' rights, including paid leave 	<ul style="list-style-type: none"> • COVID-19 basics • COVID-19 myths • Workers' rights, including paid leave 	<ul style="list-style-type: none"> • COVID-19 basics • COVID-19 myths • COVID-19 & IPP • Paid leave • Hazard assessment • Rules & regulations
Number of trainings (total)	6–12	4–8	6–12
Number of participants (per training)	5–30	5–20	30–75
Total trainees	30–360	20–160	180–900

- c. Many trainings will employ Zoom polls to gauge level of knowledge on various COVID-19 topics. Post-training surveys will be administered to assess knowledge gained, satisfaction, and gather topics for future trainings.
- d. By training community leaders and employers, we are using a train-the-trainer approach that will result in dramatically amplifying the information reaching farmworkers.
- e. The WCAHS will host monthly Zoom meetings for farmers, growers, and farm labor contractors. WCAHS staff will provide a brief overview of any new guidelines or regulations, invite speakers (e.g., Cal/OSHA consultation, industry experts, community leaders) to address new topics, and create an open forum for participants to ask questions and share experiences. Questions and topics raised during the monthly meetings will inform future training topics and outreach resources.

4. CBO Workshops

- a. CIRS will develop and deliver COVID-19 safety and community capacity building workshops for CBO representatives. Topics will be identified in collaboration with each CBO and WCAHS. A draft list of topics includes: COVID-19 basics; COVID-19 myths; workers' rights; how to navigate state agencies and resources; and communication and training skill building. Workshops will be held with representatives of partner CBOs either in-person or virtually via Zoom. In-person workshops will be held in a meeting space large enough to allow for a minimum distance of six feet between all participants and face coverings will be worn by all participants.
- b. CIRS and CBOs will identify speakers aligned with workshop topics and may include representatives from Cal/OSHA consultation, the WCAHS, local departments of public health, and worker advocates.
- c. CIRS will hold four–12 workshops throughout California. Each workshop will include approximately 10–15 participants to ensure interaction and dialogue between participants, speakers, and facilitators.

- d. Planning, CBO engagement, and speaker coordination will occur in Fall 2020 and workshops will begin in January 2021.

4. Agricultural frontline supervisor (mayordomo/a) training program

- a. The WCAHS will develop an agricultural frontline supervisor (mayordomo/a) training program outline and draft learning objectives. Agricultural frontline supervisors, or mayordomo/as, are individuals who interact with and supervise farmworkers daily. Mayordomo/as play an important role in the agricultural workplace and can create a healthy and safe workplace culture or hostile work environment. Few trainings targeting this important employee group currently exist. In the context of COVID-19, training topics for mayordomo/as will include COVID-19 hazard assessment, problem solving, responding to worker concerns, communication with growers or FLC and with workers, guidelines and regulations, how to foster a healthy and safe work environment, and leadership skills.
- b. The WCAHS will conduct five–10 informal key informant interviews with farmers, agricultural employers, industry association representatives, and mayordomo/as.
- c. The WCAHS will research existing training programs for agricultural employers, safety coordinators, and human resources personnel to identify key elements and topics that are relevant for mayordomo/as and how content should be tailored to this audience.
- d. The WCAHS will create a mayordomo/a training outline and associated learning objectives. The WCAHS will also solicit feedback from farmers, agricultural employers, industry association representatives, and mayordomo/as.
- e. The WCAHS will pilot the training with a small group of mayordomo/as.

F. Technical Assistance

The WCAHS will provide technical assistance to CBOs, farmers and agricultural employers, and agricultural association representatives by being responsive to email and phone inquiries on topics related to COVID-19 workplace prevention, workplace guidelines, and state resources. Often after a monthly newsletter is disseminated, the WCAHS regularly receives email and phone inquiries from agricultural stakeholders.

1. CBO Technical Assistance

- a. When there are federal or state COVID-19 regulatory or benefit changes or new scientific evidence about the virus, the WCAHS will provide bilingual email updates to partner CBOs and will be available for ad-hoc Zoom meetings. The WCAHS will provide a summary of how changes may impact local communities, agricultural workplaces, and farmworkers' health and safety.
- b. The WCAHS will encourage partner CBOs and other community leaders serving farmworkers to call or email the WCAHS with questions related to COVID-19 prevention and workplace requirements. The WCAHS is not equipped to assist CBOs or individuals in navigating county or state systems; however, we can provide contact information to the appropriate state agency for specific questions.

2. Farmer and Agricultural Employer Technical Assistance

- a. The WCAHS will respond to direct email and phone inquiries from farmers, agricultural employers, and agricultural associations.
- b. The WCAHS will assist individuals in hazard assessment, workplace prevention, and communication with workers.
- c. Technical assistance will be promoted through WCAHS communications and through existing agricultural association partnerships. The WCAHS is not equipped to be a statewide technical assistance hub for the agricultural industry.

3. COVID-19 Resources, Frequently Asked Questions

- a. The WCAHS will maintain a COVID-19 [website](#) where all developed resources will be available for free download and well researched answers to commonly asked questions are published.

The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety. This work plan will be evaluated by collecting qualitative and quantitative program data using the detailed evaluation approach presented below.

G. Reporting

1. Reporting Schedule

- a. The WCAHS will maintain regular communication with the state throughout the course of the project period.
- b. A WCAHS project representative will participate in monthly meetings hosted by the LWDA to provide verbal status updates.
- c. The WCAHS will provide monthly written project updates including summaries of outreach, training, and TA activities. Reporting will include:
 - A summary and findings from the H-2A needs assessment and outreach.
 - A summary and plans for the mayordomo/a training program.
 - General feedback from agricultural stakeholders regarding their experiences responding to COVID-19 in the workplace, challenges, and successes.

2. Online Reporting Tool

- a. The WCAHS will create an online data entry tool using Qualtrics. The WCAHS, CIRS, and CBOs will use the data entry tool to record all outreach and training activities. The following are examples of data to be collected by activity type:
 - CBO outreach activities: number of individuals reached, method of delivery, California Employment Development Department (EDD) agricultural region, and primary and secondary COVID-19 topics discussed. A text field will also allow the CBO representative to enter a memorable take-away, success, challenge, or question.

- Written resources: number, organizational recipient, and EDD agricultural region of print material distribution.
- Digital resources: social media metrics, website visits, and material download metrics for all WCAHS-hosted accounts. We will encourage CBO partners to ‘tag’ WCAHS in their dissemination.
- Zoom trainings: for each training or presentation, Zoom polls will query participants about their location (EDD agricultural region) and their primary role (e.g., farmer, FLC, community leader). When such a poll is not possible, the trainer will provide a summary of the audience for reporting purposes. The trainer will record the total number of attendees, the training language, and training topics. The trainer will also write a brief narrative summary of the types of questions and comments raised by participants. A post-training survey will ask participants how many workers they anticipate training.
- Workshops: CIRS will provide a list of speakers and training topics, the number of participants, geographic region represented, and a summary of themes emerging from group discussions.

Exhibit A1 - Deliverables

SCHEDULE OF DELIVERABLES

List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other Deliverables, if requested by the State and agreed to by the Parties.

If use of any Deliverable is restricted or is anticipated to contain preexisting Intellectual Property with any restricted use, it will be clearly identified in Exhibit A4, Use of Preexisting Intellectual Property & Data.

Unless otherwise directed by the State, the University Principal Investigator shall submit all Deliverables to the State Contract Project Manager, identified in Exhibit A3, Authorized Representatives.

Deliverable	Description	Due Date	
Reporting on activities	UC Davis will provide written and/or verbal reports to LWDA on project status.	November 30, 2020 December 31, 2020 January 31, 2021 February 28, 2021 March 31, 2021 April 30, 2021 May 31, 2021 June 30, 2021 July 31, 2021 August 31, 2021 September 30, 2021 October 31, 2021 November 30, 2021 December 31, 2021	
Advisory Board	Serve on LWDA-led advisory board	December 31, 2021	
Establish subcontracts	Establish subcontracts with community-based organizations and industry associations	January 31, 2021	
Outreach Resources	Develop and disseminate phase 1 resources	January 15, 2021	
Outreach Resources	Develop and disseminate phase 2 resources	February 28, 2021	
Outreach Resources	Develop and disseminate phase 3 resources	June 30, 2021	
Outreach Resources	Develop and disseminate phase 4 resources	September 30, 2021	
H-2A Outreach Assessment	Complete assessment of existing H-2A outreach	January 15, 2021	
H-2A Communications Strategy	Develop a H-2A communications strategy	February 28, 2021	
H-2A Pilot Outreach	Develop and disseminate H-2A outreach resources	June 30, 2021	
COVID-19 Trainings	Conduct COVID-19 trainings for community leaders, farmworkers, farmers, and agricultural employers (e.g., FLCs)	November 30, 2020 December 31, 2020 January 31, 2021 February 28, 2021 March 31, 2021 April 30, 2021 May 31, 2021 June 30, 2021 July 31, 2021	

		August 31, 2021 September 30, 2021 October 31, 2021 November 30, 2021 December 31, 2021
COVID-19 Training Materials	Assess and update existing COVID-19 training materials	February 28, 2021
COVID-19 Training Materials	Create new COVID-19 training materials	March 31, 2021
COVID-19 Training Materials	Disseminate COVID-19 training materials	June 30, 2021
Community Workshops	Partner with CIRS to plan and host capacity building workshops for community-based organizations	June 15, 2021
Supervisor Training	Assess existing supervisor/mayordomo/a training programs	January 15, 2021
Develop Training Program	Develop training outline and learning objectives	March 31, 2021
Pilot Training Program	Pilot supervisor/mayordomo/a training	June 30, 2021

Exhibit A2 – Key Personnel

KEY PERSONNEL

List Key Personnel as defined in the Agreement starting with the PI, by last name, first name followed by Co-PIs. Then list all other Key Personnel in alphabetical order by last name. For each individual listed include his/her name, institutional affiliation, and role on the proposed project. Use additional consecutively numbered pages as necessary.

Last Name, First Name	Institutional Affiliation	Role on Project
PI:		
[REDACTED]	<i>Western Center for Agricultural Health and Safety, UC Davis</i>	<i>PI</i>
Other Key Personnel (if applicable):		
[REDACTED]	<i>Western Center for Agricultural Health and Safety, UC Davis</i>	<i>Training and Outreach Specialist</i>
[REDACTED]	<i>College of Agricultural and Environmental Sciences, UC Davis</i>	<i>Communications Director</i>

Exhibit A3 – Authorized Representatives

AUTHORIZED REPRESENTATIVES AND NOTICES

The following individuals are the authorized representatives for the State and the University under this Agreement. Any official Notices issued under the terms of this Agreement shall be addressed to the Authorized Official identified below, unless otherwise identified in the Agreement.

State Agency Contacts	University Contacts
Agency Name: Labor and Workforce Development Agency	University Name: University of California, Davis
Contract Project Manager (Technical)	Principal Investigator
Name: [REDACTED]	Name: [REDACTED]
Address: Labor & Workforce Development Agency	Address: [REDACTED]
Telephone: [REDACTED]	Telephone: [REDACTED]
Fax: <Fax#, if available>	Fax: [REDACTED]
Email: [REDACTED]	Email: [REDACTED]
Authorized Official (contract officer)	Authorized Official
TBD, Manager, Community Engagement	
Administrative Contact	
Name: [REDACTED]	Name: [REDACTED]
Address: Labor & Workforce Development Agency	Address: [REDACTED]
Telephone: [REDACTED]	Telephone: [REDACTED]
Fax: <Fax#, if available>	Fax: <Fax#, if available>
Email: [REDACTED]	Email: [REDACTED]
Send notices to (if different):	
Name: [REDACTED]	
Address: [REDACTED]	
Telephone: [REDACTED]	

Telephone: <Telephone#> Email:	Email: [REDACTED]
Administrative Contact	Administrative Contact
Name: [REDACTED] [REDACTED]	Name: [REDACTED] [REDACTED]
Address: [REDACTED] [REDACTED] [REDACTED]	Address: [REDACTED] [REDACTED]
Telephone: [REDACTED] Fax: <Fax#, if available> Email: [REDACTED]	Telephone: [REDACTED] Fax: <Fax#, if available> Email: [REDACTED]
Send Invoices to:	Authorized Financial Contact/Invoicing/Remittance
Name: [REDACTED] Address: Labor and Workforce Development Agency [REDACTED] [REDACTED]	Name: [REDACTED] [REDACTED]
Telephone: [REDACTED] Email: [REDACTED]	Address: [REDACTED] [REDACTED] [REDACTED]
Financial Contact/Accounting	Telephone: [REDACTED] Fax: <Fax#, if available> Email: [REDACTED]
Name: [REDACTED] [REDACTED]	
Address: Employment Development Department [REDACTED] [REDACTED]	Designees for invoice certification in accordance with Section 14 of Exhibit C on behalf of the Financial Contact:
Telephone: [REDACTED] Fax: <Fax#, if available> Email: [REDACTED]	<ol style="list-style-type: none"> 1. <Name>, <Title>, <EmailAddress> 2. <Name>, <Title>, <EmailAddress> 3. <Name>, <Title>, <EmailAddress>

Exhibit A4 – Use of Intellectual Property & Data

USE OF INTELLECTUAL PROPERTY & DATA

If either Party will be using any third-party or pre-existing intellectual property (including, but not limited to copyrighted works, known patents, trademarks, service marks and trade secrets) "IP" and/or Data with restrictions on use, then list all such IP/Data and the nature of the restriction below. If no third-party or pre-existing IP/Data will be used, check "none" in this section.

- A. State: Preexisting IP/Data to be provided to the University from the State or a third party for use in the performance in the Scope of Work.

None or List:

Owner (Name of State Agency or 3 rd Party)	Description	Nature of restriction:

- B. University: Restrictions in Preexisting IP/Data included in Deliverables identified in Exhibit A1, Deliverables.

None or List:

Owner (Name of University or 3 rd Party)	Description	Nature of restriction:

- C. Anticipated restrictions on use of Project Data.

If the University PI anticipates that any of the Project Data generated during the performance of the Scope of Work will have a restriction on use (such as subject identifying information in a data set) then list all such anticipated restrictions below. If there are no restrictions anticipated in the Project Data, then check "None" in this section.

None or List:

Owner (University or 3 rd Party)	Description	Nature of Restriction:

Exhibit A5 - RÉSUMÉ/BIOSKETCH

RÉSUMÉ/BIOSKETCH

SUMMARY

Over 17 years of experience in leadership roles advancing programs that advocate for the health of vulnerable populations with an emphasis on occupational health and safety of immigrant agricultural workers.

PROFESSIONAL EXPERIENCE

2011-Present Program Director, Agricultural Health and Safety

Department of Public Health Sciences, University of California, Davis – Davis, CA

- Independently direct and manage the Western Center for Agricultural Health and Safety, a CDC-NIOSH funded multidisciplinary research center that initiates, conducts, and disseminates research on health and safety issues in high-hazard industries in California.
- Lead state contracts to provide outreach and training for high hazard industry workers and employers with an emphasis on the agricultural industry.
- Establish and maintain collaborative partnerships with industry groups and community-based organizations to promote agricultural health and safety.
- Provide a research and programmatic infrastructure at UC Davis for occupational health and safety research in collaboration with faculty at all levels and by identifying, obtaining, and operationalizing programmatic income sources (state, federal, private).
- Represent UC Davis occupational health and safety programs in national and international conferences, present on study findings, and lead conference sessions.

2009-2011

Project Manager

Division of Women's Health, Brigham and Women's Hospital – Boston, MA

- Implemented a federally-funded study to evaluate the impact of Massachusetts' health reform legislation on preventative health screenings among low-income women.
- Developed and managed study budget, coordinated the activities of the study team, including partners at state agencies, private insurers, and community health clinics.
- Managed nine institutional review boards and data sharing agreements.

ACTIVE FUNDING

California Department of Industrial Relations

10/15/19 – 10/14/22

Worker Occupational Safety and Health Training and Education Program: Central Valley Resource Development

Role: PI

Amount: \$337,500

COMPLETED FUNDING

California Department of Pesticide Regulation

6/1/18 – 3/1/20

Pesticide Safety Outreach for Non-English and Non-Spanish Speaking Farmworkers

Role: PI

Amount: \$275,000

University of California, Berkeley

7/1/16 – 6/30-19

Worker Occupational Safety and Health Training and Education Program: Central Valley Resource Development

Role: PI

Amount: \$175,485

SERVICE & AWARDS

- 2020 – John Muir Institute for the Environment Naming Advisory Committee
- 2017 – Completed *Leadership Challenge* course series
- 2017 – Completed *Developing as a Supervisor at UC Davis* training series
- 2017-2018 – Member, Administrative Management Group (ADMAN)
- 2016-2017 – Member, Campus Council on Community & Diversity
- 2015 – UC Davis Employee Excellence Award in Social Responsibility
- 2014-2017 – Co-chair, Status of Women at Davis Administrative Advisory Committee
- 2013-2018 – Member, Status of Women at Davis Administrative Advisory Committee
- 2013, 2014, 2017, 2018, 2019 – UC Davis STAR Award recipient

EDUCATION

2003 MA, Sociology, *University of Virginia, Charlottesville, VA*

2000 BA, Sociology, *Seattle Pacific University, Seattle, WA*

PUBLICATIONS

[REDACTED] Felt E, Pinkerton KE, "The Impact of Climate Change and Extreme Weather Conditions on Agricultural Health and Safety in California" in *Climate Change and Global Public Health, Second Edition*, KE Pinkerton and WN Rom, Editors, Humana Press, Springer, New York, (In Press).

[REDACTED] Schilli K, Pinkerton KE. "Rapid Response to COVID-19 in Agriculture: A Model for Future Crises", *Journal of Agromedicine*, (2020).

[REDACTED], Giacinto R, et al. "Wildfire Smoke Exposure: Awareness and Safety Responses in the Agricultural Workplace", *Journal of Agromedicine*, (2020).

[REDACTED]. "Agricultural Workers and Occupational Exposure to Wildfire Smoke" in National Academies of Science, Engineering, and Medicine. *Implications of the California Wildfires for Health, Communities, and Preparedness: Proceedings of a Workshop*. Washington DC: The National Academies Press, (2020).

[REDACTED] "Extreme Weather Resulting from Global Warming is an Emerging Threat to Farmworker Health and Safety, *Journal of Agricultural Safety and Health*, Editorial (2019).

[REDACTED]. "Protocol for a cluster randomized controlled trial to study the effectiveness of an obesity and diabetes intervention (PASOS) in an immigrant farmworker population," *BMC Public Health*, (2018).

[REDACTED] "Improving the health of agricultural workers and their families in California: Current status and policy recommendations," *University of California Global Health Institute* 1-26 (2015).

[REDACTED] et al. "Preventive care for low-income women in Massachusetts post-health reform," *Journal of Women's Health*, (2014).

[REDACTED] "Introduction: Special Issue on Migration and Health," *Field Actions Science Reports*, Special Issue 10 (2014).

[REDACTED] et al. "Lessons learned obtaining informed consent in research with vulnerable populations in community health center settings," *BMC Research Notes*, (2012).

[REDACTED] "Lack Of Access Due To Costs Remains A Problem For Some In Massachusetts Despite The State's Health Reforms," *Health Affairs*, (2011).

[REDACTED] "Diverse trends in unmet medical needs and preventive care use in Massachusetts: 1996-2008," *Journal of General Internal Medicine*, (2010).

Professional Summary

Experienced and goal oriented professional with track record of consistently exceeding established goals and objectives. Trustworthy, ethical, committed to superior results, detail oriented, and able to multi-task effectively.

Skills

- Exceptional interpersonal skills, comfortable working with people of different cultural backgrounds and educational levels.
- Experienced designing and implementing health promotion programs.
- Fast learner with ability to understand complex concepts and processes and explaining them in an easy to understand manner.
- Skillful using popular education methods in the development of educational materials.
- Skilled teacher and facilitator, in both English and Spanish.

Experience Highlights

- Part of the leadership of *Puentes Network*, a grassroot group hosting an annual *promotores* conference, and educational events in the Yolo-Winters area.
- Member of the organizing committee for the Western Migrant Stream Forum since 2008.
- Board member of the AgriSafe Network, a non-profit nationwide membership organization representing health educators and professionals concerned about the health and safety of farm families, 2015 - 2020.
- Received the 2013 ASABE award for effective educational materials as co-author of the Rural Roadway Safety a training guide to increase awareness about the safety risk children/adolescents face when driving in rural areas.
- Received the 2012 ASABE award for effective educational materials as co-author of the "Chemicals in Rural Areas" a training guide to increase awareness about pesticide safety among youth, a collaboration with the Farm Safety for Just Kids Program.
- Received the 2011 ASABE award for effective educational materials as co-author of the "Could be Arthritis the Cause of My Pain?" educational booklet to increase awareness among farm workers about arthritis symptoms and treatment options, in collaboration with the AgriAbility Project.
- Developed manuals, curricula and other educational materials in English and Spanish; including: Dairy Safety Training Guide, a step by step manual to assist lay people to organize dental sealant clinics, a flip chart with visual aids complementing a mental health manual for grassroots health educators, a manual to teach parents how to be more effective problem solvers, a core training manual to empower farm workers as community leaders.

Employment History

- Education and Outreach Specialist, Western Center for Agricultural Health and Safety, UC Davis, CA (April 2008 to date)
- *Promotores* Development Specialist, Rural Community Assistance Corporation, West Sacramento, CA (2005 – 2008)
- Research Associate, Children's Hospital, San Diego, CA (2004-2005)
- Program Manager, Neighborhood Healthcare, San Diego, CA (1997 – 2004)

Education

- MS – Springfield College, San Diego Campus
- BA- National School of Teachers, Mexico City

PROFESSIONAL EXPERIENCE

COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES, UNIVERSITY OF CALIFORNIA, DAVIS

Director of Communications

2016-current

- Oversee all deans' office communications for the number one college for agriculture, forestry, and animal and plant sciences in the nation.
- Manage a creative staff of five including: two full-time writers, a graphic designer, a social media/web content specialist, and a photographer/videographer.
- Develop strategies for managing multiple communication campaigns for a variety of audiences including: prospective and current students, faculty, donors, staff, alumni, and California stakeholders.
- Developed a consistent brand campaign and implemented across multiple publications and online platforms.
- Oversaw the redesign and rebranding of the college magazine, newsletter, and student recruitment publications.
- Attend to the Dean's communication needs including: speech writing, media management, crisis communications, and public relations support.
- Provide consultative communication strategies and recharge work for multiple academic departments and college-affiliated institutes and centers.

UNDERGRADUATE ADMISSIONS, UNIVERSITY OF CALIFORNIA, DAVIS

CRM and Project Manager

2011-2016

- Implemented a new Customer Relationship Management (CRM) system and managed the day-to-day operations. The system is used to manage all automated marketing and business communications, events, and online public advising for Undergraduate Admissions.
- Served a year as the interim senior associate director for marketing and communications. Managed the marketing team during the launch of the CRM system, chaired the hiring committee for the permanent position, and helped coordinate the transition and integration of the team into the Student Affairs Marketing and Communications department.
- Served as a member of the UA management team; held a leadership role on the Yield Steering Committee and Yield Task Force; acted as the liaison between Undergraduate Admissions and Student Affairs Marketing and Communications team; and was an active member of the campus Communications Council.
- Developed strategic, integrated marketing and communication plans for California, national and international prospective student recruitment and yield programs.
- Developed branding solutions for the CRM and managed the UA implementation of the UC Davis One campaign including: portal page, student, parent and counselor interest pages, publications, and automated communication campaigns.
- Created and managed several successful new and existing yield events and programs designed to increase the number of underrepresented minority, low income, first generation and out of state admitted students to SIR yes including: Experience UC Davis, African American and African Alumni Association (5A) receptions, phone banking projects, registration and communications for 100+ regional, national, and international receptions, and campus fly-up programs per annual yield cycle.
- Worked with IT and management team to develop new policies, project management and workflow processes for internal staff.
- Oversaw all publication and production management for yield and recruitment efforts including: design conception, writing and editing for various marketing publications, brochures, videos, fliers, email campaigns, website content and social media campaigns.
- Fostered and maintained positive working relationships with designers, photographers, IT, Strategic Communications, Reprographics, and various campus and academic departments.
- Provided managers and directors with insight and direction on how to approach communications based upon results of prospect, applicant, admit, and enrolled student data. Gathered research and reported on target audiences through surveys, focus groups, and by tracking email open rates and web traffic.

INFORMATION AND EDUCATIONAL TECHNOLOGY (IET), UNIVERSITY OF CALIFORNIA, DAVIS

Communication Analyst and Senior Writer

2006-2011

- Developed and implemented strategic communication plans for multiple campus-wide technology initiatives.
- Translated highly technical content into accessible and understandable information for the general public.
- Routinely provided project managers with new insights and research on the development of projects, target populations, and campus community groups.

- Managed and mentored students. Helped them develop projects, maintain manageable schedules, and provided constructive feedback.
- Wrote and edited engaging articles and web content, and oversaw design projects.

NAPASTYLE, RESTORATION HARDWARE, POTTERY BARN, AND POTTERY BARN TEEN

Freelance Production Artist, Editor, and Consultant

2004-2006

- Provided freelance production, editing, writing, consultation, and photo shoot support for a variety of high-end catalogs whose collective readership totaled in the millions.
- Identified workload redundancies and created a more efficient catalog production process.

WILLIAMS-SONOMA INC.

Senior Production Coordinator

2000-2004

- Oversaw editing and production management of the 180+page Pottery Barn catalog.
- Project-managed multiple production schedules and catalogs simultaneously while assisting in the coordination of off-site photo shoots.
- Collaborated regularly between editors, designers, vendors, and internal departments, mediated conflicts and fostered healthy working relationships.
- Increased overall efficiency of creative team through effective scheduling and workflow prioritization, resulting in improved work-life balance.

VOLUNTEER WORK

WILLETT SITE COUNCIL

Parent Representative

2015-2018

- Elected to serve two terms on the Willett Elementary School Site Council.
- Work with a team of faculty, parents, and staff to improve student achievement and foster a positive school climate that aligns closely with the district's goals.

EDUCATION

Purdue University—M.S. in Communications

University of California, Davis—B.A. in Sociology with an emphasis in Social Service

University of California, Davis, Extension—Specialized Studies Program in Public Relations

Exhibit A6 – Current & Pending Support

CURRENT & PENDING SUPPORT

University will provide current & pending support information for Key Personnel identified in Exhibit A2 at time of proposal and upon request from State agency. The "Proposed Project" is this application that is submitted to the State. Add pages as needed.

PI: [REDACTED]					
Status (currently active or pending approval)	Award # (if available)	Source (name of the sponsor)	Project Title	Start Date	End Date
Proposed Project	TBA	CA Labor & Workforce Development Agency Role- PI	COVID-19 Statewide Agriculture and Farmworker Education Program	10/14/2020	12/31/2021
CURRENT	47000-0	California Department of Industrial Relations Role- PI	WOSHTEP: Worker Occupational Safety and Health Training and Education Program	6/15/2019	6/14/2022
CURRENT	U54OH007550	NIOSH – CDC Role-Program Director	Western Center for Agricultural Health and Safety	9/30/2016	9/29/2021
CURRENT	U01OH010969	NIOSH – CDC Role – Project Manager	Agriculture and Climate change pacts on Workers' Health and Safety	9/01/2016	8/31/2021
COMPLETED	R18DK096429	NIH Role – Project Manager	Translating Obesity and Diabetes Prevention into the worksite for Immigrant Populations	3/2920/14	2/29/2020
COMPLETED	17-C0094	California Department of Pesticide Regulation Role - PI	Pesticide Safety Outreach for Non-English and Non-Spanish Speaking Farmworkers	6/1/2018	3/1/2020
COMPLETED	00009279	California Department of Industrial Relations Role - PI	WOSHTEP: Central Valley Resource Development	7/1/2016	6/30/2019
COMPLETED	U54OH007550	NIOSH – CDC Role – Project Manager	Western Center for Agricultural Health and Safety	9/30/2011	9/29/2016

Exhibit A7

Third Party Confidential Information

Confidential Nondisclosure Agreement

(Identified in Exhibit A, Scope of Work – will be incorporated, if applicable)

If the Scope of Work requires the provision of third party confidential information to either the State or the Universities, then any requirement of the third party in the use and disposition of the confidential information will be listed below. The third party may require a separate Confidential Nondisclosure Agreement (CNDA) as a requirement to use the confidential information. Any CNDA will be identified in this Exhibit A7.

NA

Exhibit B - Budget

Budget for Project Period

Principal Investigator (Last, First): [REDACTED]

Exhibit B

COMPOSITE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD					
	From: To:	10/15/20 6/30/21	7/1/21 12/31/21	Year 1 Year 2	Year 3
BUDGET CATEGORY					TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>		\$299,495	\$219,8141	\$0	\$519,309
TRAVEL		\$11,000	\$14,00	\$0	\$25,000
MATERIALS & SUPPLIES		\$175,000	\$70,000	\$0	\$245,000
EQUIPMENT		\$0	\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0	\$0
SUBRECIPIENT		1,602,801	\$0	\$0	\$1,602,801
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>				
ODC #1 (Evaluation Staff)	Y	\$15,000	\$0	\$0	\$15,000
ODC #2 (CAES Communications Staff)	Y	\$166,500	\$117,000	\$0	\$283,500
ODC #3	Y	\$0	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS		\$2,269,796	\$420,814	\$0	\$2,690,610
Indirect (F&A) Costs	<i>F&A Base</i>				
	<i>Rate</i>	<i>MTDC *</i>			
	30%	1,066,995	\$420814	\$0	\$1,487,809
		\$320,099	\$126,244	\$0	\$446,343
TOTAL COSTS PER YEAR		\$2,589,895	\$547,058	\$0	
TOTAL COSTS FOR PROPOSED PROJECT PERIOD					\$3,136,953

* MTDC = Modified Total Direct Cost

JUSTIFICATION. See Exhibit B1 - Follow the budget justification instructions.

Funds Reversion Dates: Unless otherwise specified as following, fund reversion dates are three years from fiscal year end of year funded

Annual Budget Flexibility (lesser of % or Amount)

Prior approval required for budget changes between approved budget categories above the thresholds identified.	%	10.00%
	<i>Or</i>	
	Amount	\$10,000

Principal Investigator (Last, First): [REDACTED]

Exhibit B
Page 2

Anticipated Program Income
(applicable only when the funded portion of the project generates income)
10/15/2020 to 12/31/2021

From:	10/15/2020	7/1/2021		
To:	6/30/2021	12/31/2021	Year 3	TOTAL
ANTICIPATED PROGRAM INCOME	\$0	\$0	\$0	\$0

Anticipated Program Income is an estimate of gross income earned by the University that is directly generated by a supported activity and earned only as a result of the State funded project, and this fact is known by the University at time of proposal. Anticipated Program Income is an estimate of potential income and not a guarantee of income to support the project.

Page 2 of Exhibit B will only be incorporated in the Agreement when Program Income is anticipated and proposed.

Program Income is subject to Section 14.D of Exhibit C of this Agreement.

If known, provide source(s) of Program Income:

Source	Estimated Amount

Exhibit B1

Budget Justification

Personnel

[REDACTED], MA, Program Director, Western Center for Agricultural Health and Safety

[REDACTED] (50% Effort) will direct all aspects of the contract at UC Davis. [REDACTED] has over 15 years of experience managing complex research studies and centers with an emphasis on public health, occupational health and safety, and vulnerable populations. She will supervise other project staff, serve as the primary contact with the Labor Workforce Development Agency, manage the budget, and ensure all contract timelines and deliverables are met. [REDACTED] will establish and maintain project collaborations with community-based organizations and employer associations.

[REDACTED], MS, Education and Outreach Specialist, Western Center for Agricultural Health and Safety

[REDACTED] (50% Effort) has extensive experience in developing educational materials and trainings for farmworkers and agricultural supervisors in California. [REDACTED] will lead all project training efforts and will inform the development of outreach and training materials: they will develop and deliver COVID-19-related presentations and trainings for the agricultural industry, farmworkers, and CBOs. Presentations and trainings will be held in English and Spanish and will range from 45 minutes to two hours. [REDACTED] will also provide technical assistance to CBOs, farmers and agricultural employers, and agricultural association representatives by being responsive to email and phone inquiries on topics related to COVID-19 workplace prevention, workplace guidelines, and state resources.

[REDACTED], MS, Education and Outreach Specialist, Western Center for Agricultural Health and Safety

[REDACTED] (15% Effort) has experience in developing and delivering educational materials and trainings for farmworkers and agricultural supervisors in California. [REDACTED] will assist [REDACTED] and will deliver COVID-19-related presentations and trainings for the agricultural industry, farmworkers, and CBOs, especially in the latter half of the contract period. [REDACTED] will contribute to training and outreach material development, review, and translation.

[REDACTED], Communications Specialist, Western Center for Agricultural Health and Safety

[REDACTED] (20% Effort) oversees all WCAHS communications efforts, including print, video, web, and social media. They will serve in an advisory role to the CAES communications team. For this project, [REDACTED] will update the WCAHS website and social media channels with developed outreach materials, include resources in WCAHS newsletters, and promote trainings.

[REDACTED], Junior Specialist, Western Center for Agricultural Health and Safety

[REDACTED] (30% Effort) will provide general support to [REDACTED] and the project coordinator. They will assist in Zoom training registration, polls, and surveys as well as live problem solving and chat management. They will also provide Spanish translation support for all written project materials.

TBN, Legal Fellow, Western Center for Agricultural Health and Safety

The TBN Legal Fellow (100% Effort) will conduct extensive and ongoing research into federal, state, and local COVID-19 laws, guidelines, and regulations as they apply to the agricultural workplace and workforce. This includes, but is not limited to workplace safety regulations, paid leave policies, unemployment benefits, and H-2A workers. The legal fellow will assist with technical assistance for agricultural employers and community-based organization related topics and will conduct presentations in English and Spanish for agricultural stakeholders.

TBN, Project Coordinator, Western Center for Agricultural Health and Safety

The TBN Project Coordinator (100% Effort) will work closely with [REDACTED] and will carry out administrative functions in support of this contract. These functions include, but are not limited to, maintaining a comprehensive tracking system for contract deliverables; maintaining a highly detailed

timeline; assisting in frequent project reporting requirements; coordinating communication between multiple project partners; scheduling project meetings; providing extensive Zoom support; and purchasing and printing.

[REDACTED] PhD, Scientific Writer, Center for Health and the Environment

[REDACTED] (15% Effort) is an editor that supports the Western Center for Agricultural Health and Safety. They will work with [REDACTED] to develop reporting templates, synthesize narrative information provided by project partners, and produce reports for LWDA. After a project coordinator is hired, [REDACTED] will provide high level writing support.

[REDACTED], Information Technology (IT) Specialist, Department of Public Health Sciences

[REDACTED] (3% Effort) manages information systems in the Department of Public Health Sciences, which supports WCAHS. [REDACTED] has extensive expertise in data security and will provide IT support to the project.

[REDACTED] Evaluation Specialist, UC Davis Schools of Health Evaluation

See Other

UC Davis College of Agriculture and Environmental Sciences Communications Team

See Other

Fringe Benefits

The rate is determined by creating a pool of benefit costs and dividing by the salary base per the requirements in OMB Circular A-21. The federal rates are negotiated with the government in advance for a fiscal year and any over- or under-recovery is included as an adjustment in a subsequent rate proposal.

Travel

Domestic travel throughout California by UC Davis College of Agricultural and Environmental Sciences communications staff to capture audio, video, and photo assets to be used in COVID-19 outreach resources. All travel expenses will adhere to UC Davis travel policies. Hotel expenses will never exceed \$275/night and meals will not exceed \$62/day. UC Davis Fleet Services will be used for rental cars when needed. Travel by WCAHS trainers may occur for in-person trainings depending on the prevalence of statewide COVID-19 cases. All travel will adhere to the above stated UC Davis travel policies.

Materials and Supplies

\$50,000 is allocated for targeted radio ad buys, including ads on Radio Billingu and Radio Indigena.

\$70,000 is allocated for printing and mailing of outreach and training resources to community-based organizations (CBOs), farmers and agricultural employers, and agricultural associations for dissemination to farmworkers statewide.

\$125,000 is allocated for COVID-19 outreach kits for 10,000 farmworkers. Outreach kits will be disseminated by CBOs and farmers. In addition to COVID-19 safety messages (e.g., wallet card), kits will include the following: reusable bag, water bottle (with Water.Rest.Shade printed), bandana (with COVID-19 safety messages printed), and a reusable cloth face covering. Initially we will produce 10,000 kits. We will seek input from CBOs and employers on whether more should be created. Other items that will be distributed to encourage prevention behaviors will include hand sanitizer, wipes, and small sized units of disinfectants.

Estimate for 10,000 kits

Bag = \$10,000

Water bottle (with Water.Rest.Shade) = \$10,000

Bandana (with COVID-19 basics) = \$25,000

Face mask = \$30,000

Equipment

NA

Consultant Costs

NA

Subawardee (Consortium/Subrecipient) Costs

\$150,000 is allocated for a subcontract to the California Institute for Rural Studies to coordinate CBO outreach activities and conduct up to 12 workshops for community leaders, as described in the SOW, with an end date of June 30, 2021. An amendment will be submitted if their activities will extend through December 31, 2021.

\$100,000 is allocated for a subcontract to the Central California Environmental Justice network to conduct COVID-19 outreach and training to farmworkers in the Central Valley, as described in their SOW, with an end date of June 30, 2021. An amendment will be submitted if their activities will extend through December 31, 2021.

\$123,155 is allocated for a subcontract to Comite Civico del Valle to conduct COVID-19 outreach and training to farmworkers in the Imperial Valley, as described in their SOW, with an end date of June 30, 2021. An amendment will be submitted if their activities will extend through December 31, 2021.

\$129,645 is allocated for a subcontract to California Farmworker Foundation to conduct COVID-19 outreach and training to farmworkers in the Central Valley and Coachella Valley, as described in their SOW, with an end date of June 30, 2021. An amendment will be submitted if their activities will extend through December 31, 2021.

\$500,000 is allocated for a subcontract to AgSafe to conduct COVID-19 training for farmers, farm labor contractors, and agricultural supervisors across California, with an end date of June 30, 2021. An amendment will be submitted if their activities will extend through December 31, 2021.

\$500,000 is allocated for subcontracts to community-based organizations (CBOs) to partner in the project as described in the SOW. We anticipate funding up to CBOs \$50,000 - \$125,000 each. Individual subcontract amounts will depend on level of staffing support and associated outreach deliverable commitment. We will approach organizations with the following outline for their staffing support and associated deliverables, specific details and deliverables for each organization will be outlined in their own scope of work and budget.

\$100,000 is allocated for subcontracts to agricultural industry associations to partner in the project as described in the SOW. We anticipate funding up to four organizations for up to \$25,000 each.

Other Direct Costs

\$283,500 is allocated for the UC Davis College of Agricultural and Environmental Sciences communications team salary and benefits. The communications team bills other departments for their services through a recharge rate. The CAES Communications Team will provide full-service communication support for the project. The goals of the CAES Communication Team are to inform and engage internal and external stakeholders to advance the college mission, and support the communication and marketing efforts of the college and campus to multiple audiences in California and worldwide. The team is comprised of six people including, a director of communications, two writers/media specialists, a graphic designer, a web/social media specialist, and a photographer/videographer.

\$15,000 is allocated for the UC Davis Schools of Health evaluator, [REDACTED], salary and benefits. The evaluation program bills other departments for their services through a recharge rate. Neves is an

evaluation specialist for the Western Center for Agricultural Health and Safety and has extensive experience developing, maintaining, and creating reports in Qualtrics. They will work closely with Ms. Riden to establish reporting templates for the project.

Rent

NA

Indirect (F&A) Costs

Indirect costs are budgeted in accordance with the UC Davis rate agreement dated August 13, 2019. Per the UC Davis rate agreement, the indirect cost rate of 30% is applied on Modified Total Costs, which includes all salaries and wages, fringe benefits, materials and supplies, services, and travel. The indirect cost rate is applied to the first \$25,000 of subcontracts.

Exhibit B2 – Subawardee Budgets

Budget Pertaining to Subawardee(s) (when applicable)

Subawardee Name: Vista Community Clinic

Principal Investigator (Last, First): [REDACTED]

Exhibit B2

COMPOSITE SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD
12/7/2020 to 06/30/2021

BUDGET CATEGORY	From:	12/7/2020				
	To:	6/30/2021	Year 1	Year 2	Year 3	TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>		\$75,329		\$0	\$0	\$75,329
TRAVEL		\$3,705		\$0	\$0	\$3,705
MATERIALS & SUPPLIES		\$0		\$0	\$0	\$0
EQUIPMENT		\$0		\$0	\$0	\$0
CONSULTANT		\$6,000		\$0	\$0	\$6,000
SUBRECIPIENT		\$0		\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>					
ODC #1	Y	\$0		\$0	\$0	\$0
ODC #2	Y	\$0		\$0	\$0	\$0
ODC #3	Y	\$0		\$0	\$0	\$0
ODC #4	Y	\$0		\$0	\$0	\$0
ODC #5	Y	\$0		\$0	\$0	\$0
ODC #6	Y	\$0		\$0	\$0	\$0
TOTAL DIRECT COSTS		\$85,304		\$0	\$0	\$85,304
Indirect (F&A) Costs	<i>F&A Base</i>					
	<i>Rate 17.6% MTDC \$85,304</i>					
		\$14,966		\$0	\$0	\$14,966
TOTAL COSTS PER YEAR		\$100,000		\$0	\$0	
TOTAL COSTS FOR PROPOSED PROJECT PERIOD						\$100,000

* MTDC = Modified Total Direct Cost

JUSTIFICATION. See Exhibit B1 - Follow the budget justification instructions.

Annual Budget Flexibility (lesser of % or Amount)

Prior approval required for budget changes between approved budget categories above the thresholds identified.

%	10.00%
<i>or</i>	
Amount	\$10,000

Scope of Work

Between UC Davis and Vista Community Clinic

Scope of work:

The California Labor Workforce Development Agency is contracting with the UC Davis Western Center for Agricultural Health and Safety (WCAHS) to develop and deliver a comprehensive COVID-19 outreach and training program for the agricultural workforce. This proposed project, COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program), will be led by the WCAHS in collaboration with the California Institute for Rural Studies (CIRS) and the UC Davis College of Agricultural and Environmental Sciences' (CAES) Communications Team, and numerous farmworker-serving community-based organizations (CBOs).

The COVID-19 SAFE Program will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance. The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety. WCAHS will engage CBOs and in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

The Contractor, Vista Community Clinic will disseminate COVID-19 outreach materials, train farmworkers in their communities, and collaborate with WCAHS on the development of new COVID-19 resources. The Contractor will actively participate in meetings and email or text communication with CIRS, who will coordinate and facilitate meetings and workshops for community organizations partnering in the COVID-19 SAFE Program.

Location of work:

The work will be performed in the North San Diego region, California, in-person, over the phone and Zoom, and via email.

Contractor responsibilities:

1. The Contractor will send staff members to at least two COVID-19 Zoom trainings hosted by WCAHS.
2. The Contractor will promote WCAHS COVID-19 trainings throughout their community network, including to staff, volunteers, and farmworkers.
3. The Contractor will have access to WCAHS health and safety experts for technical assistance on COVID-19 questions.
4. The Contractor will receive and disseminate outreach materials provided by WCAHS.

5. The Contractor devote 2.40 FTE of staff time to conduct outreach on COVID-19 through various methods and levels of interaction.
 - a. Outreach will be conducted in a variety of ways, including through text messages; short videos; small group meetings; one-on-one interaction; interactive games
 - b. Outreach topics will include COVID-19 basics, COVID-19 myths, workplace & home best practices, workers' rights, state benefits, paid sick leave.
 - c. Monthly reach for outreach and training are projected to be:

Monthly Estimate of Farmworkers Reached	Brief Outreach (e.g., distribution sites, texting key messages)	Brief presentations (e.g. 5-15 minutes; COVID-19, Q&A, resource information)	20-40 minute training sessions for farmworkers and/or supervisors (e.g., in-person, Zoom)
San Diego County	500 per month	150 per month	30 per month

6. The Contractor will collaborate with WCAHS in the development of outreach materials by providing feedback on existing materials and identifying needs and preferences.
7. The Contractor will have the opportunity to have pictures, video, and written testimonials created about farmworker experiences during COVID-19.
8. The Contractor will attend at least 75% of monthly meetings hosted by CIRS and/or WCAHS.
9. The Contractor will enter all outreach activities in a WCAHS-developed database at least monthly, including the number of individuals reached, common questions and concerns, and any issues that arise.
10. The Contractor will participate in a CIRS-coordinated capacity building workshop.
11. The Contractor will ensure COVID-19 prevention measures for all in-person activities, including physical distancing, mask use, and hand hygiene.

Schedule of duties and milestones for the Contractor and the University:

Overall project duration is December 7, 2020 – June 30, 2021

Contractor duties and milestones:

Milestone	Deliverable	Date
1	Participate in monthly meetings coordinated by CIRS	12/7/20 – 6/30/21
2	Attend Zoom trainings hosted by WCAHS	12/7/20 – 6/30/21

3	Enter all outreach and training activities in the WCAHS tracking program	12/7/20 – 6/30/21
4	Provide input to WCAHS, CIRS, and CAES on outreach and training materials	12/7/20 – 6/30/21
5	Conduct outreach to farmworkers through various methods and levels of interaction	12/7/20 – 6/30/21

Total Cost of Service:

Expense Type	Amount
Personnel (salaries & benefits)	\$ 75,329
Stipends	\$6,000
Travel/Van Expenses	\$3,705
Administrative costs (%)	\$14,966
Total	\$ 100,000

Payment schedule:

The Contractor may submit invoices on a quarterly basis or at the completion of the project deliverables.

Possibility of additional work:

There is the potential for additional collaboration with the Contractor. If additional collaboration is possible, an amendment to this contract will be submitted with a new scope of work, deliverables, and timeline.

BUDGET JUSTIFICATION
Vista Community Clinic

TOTAL ANNUAL BUDGET \$
A. Salaries and Wages Total: \$ 75,329.00

PERSONNEL	GL/ FTE	Budget
Program Director- [REDACTED]	0.05	\$3,900
Program Manager [REDACTED] [REDACTED]	0.3	\$9,750
Program Coordinator- [REDACTED]	0.25	\$5,880
Program Coordinator- [REDACTED] [REDACTED]	0.25	\$5,880
CHS- [REDACTED]	0.2	\$3,920
Health Educator- [REDACTED]	0.3	\$9,190
Health Educator- [REDACTED]	0.3	\$9,102
Part time Staff- TBH	0.75	\$15,680
Subtotal Personnel		\$63,302
Fringe (19%)		\$12,027
Total Personnel		\$75,329

Job Description: Program Director – [REDACTED]
Will oversee VCC's farmworker outreach, and contribute to program development, design, and implementation. Supervise all aspects of program operations, formulate budget, and define the scope of work. Will directly supervise the Program Manager.

Job Description: Program Manager – [REDACTED]
Will oversee VCC's farmworker outreach, and contribute to program development, design, and implementation. Supervise all aspects of program operations, formulate budget, and define the scope of work. Responsible for scheduling and facilitating various program meetings, and serve as liaison to UC Davis Western Center for Agricultural Health and Safety. Will directly supervise all staff.

Job Description: Project Coordinator – [REDACTED]
Will coordinate VCC's farmworker outreach and support oversight of administration and implementation of project work plan. Serve as liaison and assist with collaborative support activities with community agencies, local government representatives, farmworker communities, and other Vista Community Clinic project staff.

Job Description: Project Coordinator – [REDACTED]
Will coordinate VCC's farmworker outreach and support oversight of administration and implementation of project work plan. Will perform direct outreach to target population as listed on program grant and/or as directed by supervisor. Complete appropriate paperwork, and provide feedback as it relates to grant work. Will conduct basic assessments/screenings of target population to inform grant efforts.

Job Description: Community Health Specialist – [REDACTED]

Will perform direct outreach to target population as listed on program grant and/or as directed by supervisor. Complete appropriate paperwork, and provide feedback as it relates to grant work. Will conduct basic assessments/screenings of target population to inform grant efforts.

Job Description: Health Educator – [REDACTED]

Will perform direct outreach to target population as listed on program grant and/or as directed by supervisor. Complete appropriate paperwork, and provide feedback as it relates to grant work. Will conduct basic assessments/screenings of target population to inform grant efforts.

Job Description: Health Educator – [REDACTED]

Will perform direct outreach to target population as listed on program grant and/or as directed by supervisor. Complete appropriate paperwork, and provide feedback as it relates to grant work. Will conduct basic assessments/screenings of target population to inform grant efforts.

Job Description: Community Health Specialist – To be hired

Will perform direct outreach to target population as listed on program grant and/or as directed by supervisor. Complete appropriate paperwork, and provide feedback as it relates to grant work. Will conduct basic assessments/screenings of target population to inform grant efforts.

B. Migrant Health Van Expenses Total: \$ \$2,205

- Will cover expenses for 2 VCC Migrant Health vans. Costs will include monthly insurance costs and gas costs for both vans for 6 months and is estimated at \$365.50/month

C. Stipends Total: \$ 6,000

- Will cover the cost to provide project stipends via check to our Poder Popular Lideres (Promotores). It will provide a \$500 project stipend to each of the 12 Lideres.

D. Travel Total: \$1,500

Local mileage to attend project-related meetings and activities. Calculation is based on estimated monthly mileage of 435 miles @ \$0.575/mile for 6 months.

E. Indirect Costs (up to 25% of Direct Services Budget) Total \$14,966

VCC's federally approved indirect rate is 17.6% of total direct costs.

Exhibit B2 – Subawardee Budgets

Budget Pertaining to Subawardee(s) (when applicable)

Subawardee Name: California Institute for Rural Studies
 Principal Investigator (Last, First): [REDACTED]

Exhibit B2

COMPOSITE SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD 10/15/20 to 12/31/2021				
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BUDGET CATEGORY	From:	10/15/2020	7/1/2021		TOTAL
	To:	6/30/2021	12/31/2021		
		Year 1	Year 2		
PERSONNEL: <i>Salary and fringe benefits.</i>		\$118,625	\$0	\$0	\$118,625
TRAVEL		\$0	\$0	\$0	\$0
MATERIALS & SUPPLIES		\$11,810	\$0	\$0	\$11,810
EQUIPMENT		\$0	\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0	\$0
SUBRECIPIENT		\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>				
ODC #1 Adminstrative overhead	Y	\$19,565	\$0	\$0	\$19,565
ODC #2	Y	\$0	\$0	\$0	\$0
ODC #3	Y	\$0	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS		\$150,000	\$0	\$0	\$150,000
Indirect (F&A) Costs	<u>Rate</u>	<u>F&A Base</u>			
		MTDC *30%			
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
TOTAL COSTS PER YEAR		\$150,000	\$0	\$0	
TOTAL COSTS FOR PROPOSED PROJECT PERIOD					\$150,000

* MTDC = Modified Total Direct Cost

JUSTIFICATION. See Exhibit B1 - Follow the budget justification instructions.

Annual Budget Flexibility (lesser of % or Amount)

Prior approval required for budget changes between approved budget categories above the thresholds identified.

%	10.00%
<i>or</i>	
Amount	\$10,000

Scope of Work

Between UC Davis and the California Institute for Rural Studies

Scope of work:

The California Labor Workforce Development Agency is contracting with the UC Davis Western Center for Agricultural Health and Safety (WCAHS) to develop and deliver a comprehensive COVID-19 outreach and training program for the agricultural workforce. This proposed project, COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program), will be led by the WCAHS in collaboration with the California Institute for Rural Studies (CIRS) and the UC Davis College of Agricultural and Environmental Sciences' (CAES) Communications Team, and numerous farmworker-serving community-based organizations (CBOs).

The COVID-19 SAFE Program will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance. The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety. WCAHS will engage CBOs and agricultural industry organizations in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

The Contractor, the California Institute for Rural Studies (CIRS), will facilitate engagement with CBOs who are in partnership with WCAHS on this project. Facilitation will include early stage conversations with CBOs to invite them into the project, hosting ongoing meetings, coordinating outreach material feedback, and developing and hosting workshops.

Location of work:

The work will be performed throughout California, over the phone and Zoom, and via email.

Contractor responsibilities:

1. The Contractor will assist WCAHS in coordinating and facilitating CBO activities and meetings.
2. The Contractor will schedule and host monthly meetings for CBO representatives. Topics for meetings will include a recap of the month's activities, a discussion of successes and challenges, and the identification of new training topics and outreach needs.
3. The Contractor will summarize CBO feedback and experiences for WCAHS.
4. The Contractor will work with WCAHS and CBOs in the development of outreach and training materials.
5. The Contractor will assist WCAHS in coordinating the interpretation of audio or video materials, including into Indigenous languages.
6. The Contractor will ensure COVID-19 prevention measures for all in-person activities, including physical distancing, mask use, and hand hygiene.
7. The Contractor will enter all activities in a WCAHS-developed database and/or provide a monthly summary of activities (the precise reporting for CIRS will be developed in the first month of the project).
8. CIRS will develop and deliver COVID-19 safety and community capacity building workshops for CBO representatives. Topics will be identified in collaboration with each CBO and WCAHS. A draft list of topics includes: COVID-19 basics; COVID-19 myths; workers' rights; how to navigate state agencies and resources; and communication and training skill building.
 - a. CIRS and CBOs will identify speakers aligned with workshop topics and may include representatives from Cal/OSHA consultation, the WCAHS, local departments of public health, and worker advocates.

- b. CIRS will hold four–12 workshops throughout California. Each workshop will include approximately 10–15 participants to ensure interaction and dialogue between participants, speakers, and facilitators.
- c. Planning, CBO engagement, and speaker coordination will occur in Fall 2020 and workshops will begin in January 2021.

Schedule of duties and milestones for the Contractor:

Overall project duration is November 1, 2020 – June 30, 2021

Contractor duties and milestones:

Milestone	Deliverable	Date
1	CBO monthly meetings	6/30/21
2	Workshop planning and CBO engagement	12/31/20
3	Completion of at least four workshops	6/30/21

Total Cost of Service:

Expense Type	Amount
Personnel	\$118,625
Travel	\$6,610
Workshop expenses (facility, supplies, refreshments)	\$5,200
Administrative costs	\$19,565
Total	\$150,000

Payment schedule:

The Contractor may submit invoices on a quarterly basis or at the completion of the project deliverables.

Possibility of additional work:

There is the potential for additional collaboration with the Contractor. If additional collaboration is possible, an amendment to this contract will be submitted with a new scope of work, deliverables, and timeline.

Exhibit B2 – Subawardee Budgets
Budget Pertaining to Subawardee(s) (when applicable)

Subawardee Name: Comite Civico del Valle
 Principal Investigator (Last, First): [REDACTED]

Exhibit B2

COMPOSITE SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD				
		10/15/2020	to	12/31/2021

BUDGET CATEGORY	From:	11/1/2020	7/1/2021	Year 2	Year 3	TOTAL
	To:	6/30/2021	12/31/2021			
		Year 1	Year 2			
PERSONNEL: <i>Salary and fringe benefits.</i>		\$98,842		\$0	\$0	\$98,842
TRAVEL		\$5,750		\$0	\$0	\$5,750
MATERIALS & SUPPLIES		\$2,500		\$0	\$0	\$2,500
EQUIPMENT		\$0		\$0	\$0	\$0
CONSULTANT		\$0		\$0	\$0	\$0
SUBRECIPIENT		\$0		\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>					
ODC #1 Adminstrative overhead	Y	\$16,064		\$0	\$0	\$16,064
ODC #2	Y	\$0		\$0	\$0	\$0
ODC #3	Y	\$0		\$0	\$0	\$0
ODC #4	Y	\$0		\$0	\$0	\$0
ODC #5	Y	\$0		\$0	\$0	\$0
ODC #6	Y	\$0		\$0	\$0	\$0
TOTAL DIRECT COSTS		\$123,156		\$0	\$0	\$123,156
Indirect (F&A) Costs	<i>F&A Base</i>					
Rate	<i>MTDC *30%</i>					
		\$0		\$0	\$0	\$0
		\$0		\$0	\$0	\$0
TOTAL COSTS PER YEAR		\$123,156		\$0	\$0	
TOTAL COSTS FOR PROPOSED PROJECT PERIOD						\$123,156

* MTDC = Modified Total Direct Cost

JUSTIFICATION. See Exhibit B1 - Follow the budget justification instructions.

Annual Budget Flexibility (lesser of % or Amount)

Prior approval required for budget changes between approved budget categories above the thresholds identified.	%	10.00%
	<i>or</i>	
	Amount	\$10,000

Scope of Work

Between UC Davis and Comite Civico del Valle, Inc.

Scope of work:

The California Labor Workforce Development Agency is contracting with the UC Davis Western Center for Agricultural Health and Safety (WCAHS) to develop and deliver a comprehensive COVID-19 outreach and training program for the agricultural workforce. This proposed project, COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program), will be led by the WCAHS in collaboration with the California Institute for Rural Studies (CIRS) and the UC Davis College of Agricultural and Environmental Sciences' (CAES) Communications Team, and numerous farmworker-serving community-based organizations (CBOs).

The COVID-19 SAFE Program will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance. The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety. WCAHS will engage CBOs and in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

The Contractor, Comite Civico del Valle, Inc., will disseminate COVID-19 outreach materials, train farmworkers in their communities, and collaborate with WCAHS, CIRS, and CAES on the development of new COVID-19 resources. The Contractor will actively participate in meetings and email or text communication with CIRS, who will coordinate and facilitate meetings and workshops for community organizations partnering in the COVID-19 SAFE Program.

Location of work:

The work will be performed in Imperial Valley, California, in person, over the phone, Zoom, and via email.

Contractor responsibilities:

1. The Contractor will send staff members to at least two COVID-19 Zoom trainings hosted by WCAHS.
2. The Contractor will promote WCAHS COVID-19 trainings to staff, volunteers, and community leaders.
3. The Contractor will have access to WCAHS health and safety experts for technical assistance on COVID-19 questions.
4. The Contractor will receive and disseminate outreach materials provided by WCAHS.
5. The Contractor devote **2.0 FTE** of staff time to conduct outreach on COVID-19 through various methods and levels of interaction.
 - a. Outreach will be conducted in a variety of ways, including through text messages; short videos; small group meetings; one-on-one interaction; interactive games
 - b. Outreach topics will include COVID-19 basics, COVID-19 myths, workplace & home best practices, workers' rights, state benefits, paid sick leave.

	Brief Outreach (e.g., distribution sites, texting key messages)	Brief presentations (e.g. 5-15 minutes; COVID-19, Q&A, resource information)	20-40 minute training sessions for farmworkers and/or supervisors (e.g., in-person, Zoom)
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Monthly Estimate of Farmworkers Reached	Minimum 250	Minimum 4	Minimum 2
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6. The Contractor will collaborate with WCAHS, CIRS, and CAES in the development of outreach materials by providing feedback on existing materials and identifying needs and preferences.
7. The Contractor will have the opportunity to assist in interpretation of COVID-19 materials for indigenous languages.
8. The Contractor will have the opportunity to have CAES take pictures, video, and written testimonials about farmworker experiences during COVID-19.
9. The Contractor will attend at least 75% of monthly meetings hosted by CIRS and/or WCAHS.
10. The Contractor will enter all outreach activities in a WCAHS-developed database at least monthly, including the number of individuals reached, common questions and concerns, and any issues that arise.
11. The Contractor will participate in a CIRS-coordinated capacity building workshop.
12. The Contractor will ensure COVID-19 prevention measures for all in-person activities, including physical distancing, mask use, and hand hygiene.

Schedule of duties and milestones for the Contractor and the University:

Overall project duration is November 1, 2020 – June 30, 2021

Contractor duties and milestones:

Milestone	Deliverable	Date
1	Participate in monthly meetings coordinated by CIRS	11/1/20 – 6/30/21
2	Attend Zoom trainings hosted by WCAHS	11/1/20 – 6/30/21
3	Enter all outreach and training activities in the WCAHS tracking program	11/1/20 – 6/30/21
4	Provide input to WCAHS, CIRS, and CAES on outreach and training materials	11/1/20 – 6/30/21

Total Cost of Service:

Expense Type	Amount
Personnel	\$ 98,842
Materials & Supplies	\$ 2,500
Travel	\$ 5,750
Administrative costs	\$ 16,064

Total	\$ 123,156
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Payment schedule:

The Contractor may submit invoices on a quarterly basis or at the completion of the project deliverables.

Possibility of additional work:

There is the potential for additional collaboration with the Contractor. If additional collaboration is possible, an amendment to this contract will be submitted with a new scope of work, deliverables, and timeline.

Exhibit B2 – Subawardee Budgets

Budget Pertaining to Subawardee(s) (when applicable)

Subawardee Name: Central California Environmental Justice Network
 Principal Investigator (Last, First): [REDACTED]

Exhibit B2

COMPOSITE SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD 10/15/2020 to 12/31/2021					
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BUDGET CATEGORY	From:	11/16/2020	7/1/2021				
	To:	6/30/2021	12/31/2021				
		Year 1	Year 2	Year 3			TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>		\$77,760	\$0	\$0	\$0	\$0	\$77,760
TRAVEL		\$15,240	\$0	\$0	\$0	\$0	\$15,240
MATERIALS & SUPPLIES		\$2,500	\$0	\$0	\$0	\$0	\$2,500
EQUIPMENT		\$0	\$0	\$0	\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0	\$0	\$0	\$0
SUBRECIPIENT		\$0	\$0	\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>						
ODC #1 Adminstrative overhead	Y	\$7,000	\$0	\$0	\$0	\$0	\$7,000
ODC #2	Y	\$0	\$0	\$0	\$0	\$0	\$0
ODC #3	Y	\$0	\$0	\$0	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS		\$100,000	\$0	\$0	\$0	\$0	\$100,000
Indirect (F&A) Costs	<u>F&A Base</u>						
	<u>Rate</u>	<u>MTDC *30%</u>					
		\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS PER YEAR		\$100,000	\$0	\$0	\$0	\$0	\$100,000
TOTAL COSTS FOR PROPOSED PROJECT PERIOD							\$100,000

* MTDC = Modified Total Direct Cost

JUSTIFICATION. See Exhibit B1 - Follow the budget justification instructions.

Annual Budget Flexibility (lesser of % or Amount)

Prior approval required for budget changes between approved budget categories above the thresholds identified.	%	10.00%
	<i>or</i>	
	Amount	\$10,000

Scope of Work

Between UC Davis and Central California Environmental Justice Network

Scope of work:

The California Labor Workforce Development Agency is contracting with the UC Davis Western Center for Agricultural Health and Safety (WCAHS) to develop and deliver a comprehensive COVID-19 outreach and training program for the agricultural workforce. This proposed project, COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program), will be led by the WCAHS in collaboration with the California Institute for Rural Studies (CIRS) and the UC Davis College of Agricultural and Environmental Sciences' (CAES) Communications Team, and numerous farmworker-serving community-based organizations (CBOs).

The COVID-19 SAFE Program will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance. The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety. WCAHS will engage CBOs and in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

The Contractor, Central California Environmental Justice Network, will disseminate COVID-19 outreach materials, train farmworkers in their communities, and collaborate with WCAHS on the development of new COVID-19 resources. The Contractor will actively participate in meetings and email or text communication with CIRS, who will coordinate and facilitate meetings and workshops for community organizations partnering in the COVID-19 SAFE Program.

Location of work:

The work will be performed throughout California in-person, over the phone and Zoom, and via email.

Contractor responsibilities:

1. The Contractor will send staff members to at least two COVID-19 Zoom trainings hosted by WCAHS.
2. The Contractor will promote WCAHS COVID-19 trainings throughout their community network, including to staff, volunteers, and farmworkers.
3. The Contractor will have access to WCAHS health and safety experts for technical assistance on COVID-19 questions.
4. The Contractor will receive and disseminate outreach materials provided by WCAHS.
5. The Contractor devote **2.5 FTE** of staff time to conduct outreach on COVID-19 through various methods and levels of interaction.
 - a. Outreach will be conducted in a variety of ways, including through text messages; short videos; small group meetings; one-on-one interaction; interactive games
 - b. Outreach topics will include COVID-19 basics, COVID-19 myths, workplace & home best practices, workers' rights, state benefits, paid sick leave.
 - c. Monthly reach for outreach and training are projected to be:

	Brief Outreach (e.g., distribution sites, texting key messages)	Brief presentations (e.g. 5-15 minutes; COVID-19, Q&A, resource information)	20-40 minute training sessions for farmworkers and/or supervisors (e.g., in-person, Zoom)
Monthly Estimate of Farmworkers Reached	4,400	140	12
Fresno	500 a week x 30 weeks= 15,000	3 per week x 30 weeks = 90 presentations with an average of 5-10 participants	-Six with an average of 12 participants
Tulare	300 a week x 30 weeks = 9,000	2 per week x 30 weeks = 60 presentations with an average of 5-10 participants	Six with an average of 12 participants
Kern	300 a week x 30 weeks = 9,000	2 per week x 30 weeks = 60 presentations with an average of 5-10 participants	Six with an average of 12 participants

6. The Contractor will collaborate with WCAHS and CIRS in the development of outreach materials by providing feedback on existing materials and identifying needs and preferences.
7. The Contractor will have the opportunity to have CAES take pictures, video, and written testimonials about farmworker experiences during COVID-19.
8. The Contractor will attend at least 75% of monthly meetings hosted by CIRS and/or WCAHS.
9. The Contractor will enter all outreach activities in a WCAHS-developed database at least monthly, including the number of individuals reached, common questions and concerns, and any issues that arise.
10. The Contractor will participate in a CIRS-coordinated capacity building workshop.
11. The Contractor will ensure COVID-19 prevention measures for all in-person activities, including physical distancing, mask use, and hand hygiene.

Schedule of duties and milestones for the Contractor and the University:

Overall project duration is November 16, 2020 – June 30, 2021

Contractor duties and milestones:

Milestone	Deliverable	Date
1	Participate in monthly meetings coordinated by CIRS	11/16/20 – 6/30/20

2	Attend Zoom trainings hosted by WCAHS	11/16/20 – 6/30/20
3	Enter all outreach and training activities in the WCAHS tracking program	11/16/20 – 6/30/20
4	Provide input to WCAHS, CIRS, and CAES on outreach and training materials	11/16/20 – 6/30/20
5	Conduct outreach to farmworkers through various methods and levels of interaction	11/16/20 – 6/30/20

Total Cost of Service:

Expense Type	Amount
Personnel (salaries & benefits)	\$ 77,760
Travel	\$ 15,240
Administrative costs (@ 7%)	\$ 7,000
Total	\$ 100,000

Payment schedule:

The Contractor may submit invoices on a quarterly basis or at the completion of the project deliverables.

Possibility of additional work:

There is the potential for additional collaboration with the Contractor. If additional collaboration is possible, an amendment to this contract will be submitted with a new scope of work, deliverables, and timeline.

Exhibit B2 – Subawardee Budgets

Budget Pertaining to Subawardee(s) (when applicable)

Subawardee Name: California Farmworker Foundation
 Principal Investigator (Last, First): [REDACTED]

Exhibit B2

COMPOSITE SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD 10/15/20 to 12/31/2021				
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BUDGET CATEGORY	From:	11/15/2020	7/1/2021		TOTAL
	To:	6/30/2021	12/31/2021		
		Year 1	Year 2		
PERSONNEL: <i>Salary and fringe benefits.</i>		\$88,400	\$0	\$0	\$88,400
TRAVEL		\$14,950	\$0	\$0	\$14,950
MATERIALS & SUPPLIES		\$9,385	\$0	\$0	\$9,385
EQUIPMENT		\$0	\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0	\$0
SUBRECIPIENT		\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>				
ODC #1 Adminstrative overhead	Y	\$16,910	\$0	\$0	\$16,910
ODC #2	Y	\$0	\$0	\$0	\$0
ODC #3	Y	\$0	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS		\$129,645	\$0	\$0	\$129,645
Indirect (F&A) Costs	<u>Rate</u>	<u>F&A Base</u>			
		MTDC *30%			
			\$0	\$0	\$0
			\$0	\$0	\$0
TOTAL COSTS PER YEAR		\$129,645	\$0	\$0	
TOTAL COSTS FOR PROPOSED PROJECT PERIOD					\$129,645

* MTDC = Modified Total Direct Cost

JUSTIFICATION. See Exhibit B1 - Follow the budget justification instructions.

Annual Budget Flexibility (lesser of % or Amount)

Prior approval required for budget changes between approved budget categories above the thresholds identified.

%	10.00%
<i>or</i>	
Amount	\$10,000

Scope of Work

Between UC Davis and California Farmworker Foundation

The California Labor Workforce Development Agency is contracting with the UC Davis Western Center for Agricultural Health and Safety (WCAHS) to develop and deliver a comprehensive COVID-19 outreach and training program for the agricultural workforce. This proposed project, COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program), will be led by the WCAHS in collaboration with the California Institute for Rural Studies (CIRS) and the UC Davis College of Agricultural and Environmental Sciences' (CAES) Communications Team, and numerous farmworker-serving community-based organizations (CBOs).

The COVID-19 SAFE Program will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance. The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety. WCAHS will engage CBOs and in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

The Contractor, the California Farmworker Foundation, will disseminate COVID-19 outreach materials, train farmworkers in their communities, and collaborate with WCAHS, CIRS, and CAES on the development of new COVID-19 resources. The Contractor will actively participate in meetings and email or text communication with CIRS, who will coordinate and facilitate meetings and workshops for community organizations partnering in the COVID-19 SAFE Program.

ORGANIZATIONAL DESCRIPTION: California Farmworker Foundation (CFF) is a non-profit organization that brings data-informed innovative programs and services to meet the needs of Farmworkers in California. Since 2016, thousands of Central Valley Farmworkers have received our services, including our healthy eating, physical activity promotion, food access, or health access services.

Location of work:

The work will be performed in the Central Valley and Coachella Valley, California in-person, over the phone and Zoom, and via email.

PROJECT DESCRIPTION: COVID-19 is having a disproportionate effect among Latinos throughout the State of California. In the Central Valley communities where Farmworkers live, according to zip code analysis of COVID-19, cases are becoming areas of great concern. Over the last three months many have become aware for the need for health education, awareness and testing at Farmworker worksites and rural communities. Such an initiative is needed to prevent an outbreak that would threaten the lives of those who maintain the food supply. CFF will partner in the COVID-19 SAFE program to promote COVID-19 testing among Central Valley farmworkers and increase their knowledge of COVID-19 prevention strategies and available resources. Our proposal will be a coordinated iterative process to ensure responsiveness to the COVID-19 pandemic and worker and employer needs.

agricultural employers and farm labor contractors, our public health campaign utilizes an “Agricultural Coordinator” to serve as a COVID-19 support resource for agricultural employers, and two agricultural Outreach Specialist to assist with direct education, awareness, and testing for Farmworkers.

Contractor responsibilities:

9. The Contractor will send staff members to at least two COVID-19 Zoom trainings hosted by WCAHS.
10. The Contractor will promote WCAHS COVID-19 trainings to staff, volunteers, ambassadors, agricultural supervisors, and growers.
11. The Contractor will have access to WCAHS health and safety experts for technical assistance on COVID-19 questions.
12. The Contractor will receive and disseminate outreach materials provided by WCAHS.
13. The Contractor devote **2.5 FTE** of staff time to conduct outreach on COVID-19 through various methods and levels of interaction.
 - a. Outreach will be conducted in a variety of ways, including through text messages; short videos; small group meetings; one-on-one interaction; interactive games
 - b. Outreach topics will include COVID-19 basics, COVID-19 myths, workplace & home best practices, workers' rights, state benefits, paid sick leave.

	Brief Outreach (e.g., distribution sites, texting key messages)	Brief presentations (e.g. 5-15 minutes; COVID-19, Q&A, resource information)	20+ minute training sessions for farmworkers and/or supervisors (e.g., in-person, Zoom)
Estimate of Farmworkers Reached (total)	10,000	10,000	1,000

14. The Contractor will collaborate with WCAHS, CIRS, and CAES in the development of outreach materials by providing feedback on existing materials and identifying needs and preferences.
15. The Contractor will have the opportunity to have CAES take pictures, video, and written testimonials about farmworker experiences during COVID-19.
16. The Contractor will attend at least 75% of monthly meetings hosted by CIRS and/or WCAHS.
17. The Contractor will enter all outreach activities in a WCAHS-developed database at least monthly, including the number of individuals reached, common questions and concerns, and any issues that arise.
18. The Contractor will participate in a CIRS-coordinated capacity building workshop.

The Contractor will ensure COVID-19 prevention measures for all in-person activities, including physical distancing, mask use, and hand hygiene.

Schedule of duties and milestones for the Contractor and the University:

Overall project duration is November 15, 2020 – June 30, 2021

Contractor duties and milestones:

Milestone	Deliverable	Date

1	Participate in monthly meetings coordinated by CIRS	11/15/20 – 6/30/20
2	Attend Zoom trainings hosted by WCAHS	11/15/20 – 6/30/20
3	Enter all outreach and training activities in the WCAHS tracking program	11/15/20 – 6/30/20
4	Provide input to WCAHS, CIRS, and CAES on outreach and training materials	11/15/20 – 6/30/20
5	Conduct outreach to farmworkers through various methods and levels of interaction	11/15/20 – 6/30/20

Total Cost of Service:

A. Personnel:

Personnel #	Name/Title and How the Individual's Role Relates to the Objectives	Level of Effort (# of hours OR % FTE)	Funds Requested
Personnel 1	Agricultural Ambassador Coordinator provides COVID-19 education and outreach to Agricultural Companies throughout the Central Valley. The Agricultural Coordinator will promote testing and education of COVID-19 resources to employers. The Coordinator will also work with Agricultural companies on COVID-19 trainings for Farmworkers.	20 Hrs 34 wks * 8 mths	\$34,000 \$25.00hr
Personnel 2	Central Valley Farmworker Outreach Specialist provides COVID-19 education and awareness of resources to Farmworkers in the Central Valley. The Specialist will also provide intake for COVID-19 testing at Farmworker worksites and community venues. The Specialist will also help connect Farmworkers with COVID-19 existing resources.	40 Hrs 34 wks .8 mths	\$27,200 \$20.00hr
Personnel 3	Coachella Farmworker Outreach Specialist provides COVID-19 education and awareness of resources to Farmworkers in East Coachella Valley. The Specialist will also provide intake for COVID-19 testing at Farmworker worksites and community venues. The Specialist will also help connect Farmworkers with COVID-19 existing resources.	40 Hrs 34 wks * 8 mths	\$27,200 \$20.00 hr.

Personnel Subtotal	\$88,400
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B. Travel

Trip #	Trip Destination and Travel Date(s)	Trip Purpose and How Travel Relates to	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
Personnel 1	In county travel for the duration of the grant	Travel to meet with Farm Labor Contractors, Growers, and Affiliates at targeted worksites and communities.	Car Miles	10,000	0.575	1	\$5,750
Personnel 2	In county travel for the duration of the grant	Travel to meet with farmworkers, and targeted worksites and communities.	Car Miles	8,000	0.575	1	\$4,600
Personnel 3	In county travel for the	Travel to meet with farmworkers, and targeted worksites and communities.	Car Miles	8,000	0.575	1	\$4,600
Travel Subtotal							\$14,950

C. Supplies

Item #	Item Description	Cost per Unit	Monthly Costs	# Units	Funds Requested
	Laptop	1200	n/a	3	\$3,600
	Wi-Fi Hot-Spot	100	\$45 x 8 mths	3	\$1,380
	Cell Phone	500	\$45 x 8 mths	3	\$2,580
	Printing				\$1,825

	Equipment Subtotals	\$	9,385
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D.Indirect

Indirect Cost Rate Requested (%)	Funds Requested
(\$112,735)Projected Direct Costs * 15% Indirect Rate	\$16,910.25
Total funds requested	\$129,645.25

Payment schedule:

The Contractor may submit invoices on a quarterly basis or at the completion of the project deliverables.

Possibility of additional work:

There is the potential for additional collaboration with the Contractor. If additional collaboration is possible, an amendment to this contract will be submitted with a new scope of work, deliverables, and timeline.

Exhibit B2 – Subawardee Budgets

Budget Pertaining to Subawardee(s) (when applicable)

Subawardee Name: Napa Valley Farmworker Foundation

Exhibit B2

Principal Investigator (Last, First): [REDACTED]

COMPOSITE SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD

10/15/2020

to 12/31/2021

BUDGET CATEGORY	From:	12/1/2020	7/1/2021	Year 1 Year 2 Year 3	TOTAL
	To:	6/30/2021	12/31/2021		
PERSONNEL: <i>Salary and fringe benefits.</i>		\$10,000	\$0	\$0	\$10,000
TRAVEL		\$0	\$0	\$0	\$0
MATERIALS & SUPPLIES		\$20,000	\$0	\$0	\$20,000
EQUIPMENT		\$0	\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0	\$0
SUBRECIPIENT		\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>				
ODC #1	Y	\$0	\$0	\$0	\$0
ODC #2	Y	\$0	\$0	\$0	\$0
ODC #3	Y	\$0	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS		\$30,000	\$0	\$0	\$30,000
Indirect (F&A) Costs	<u>F&A Base</u>				
	<u>Rate</u>	<i>MTDC *30%</i>			
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
TOTAL COSTS PER YEAR		\$30,000	\$0	\$0	
TOTAL COSTS FOR PROPOSED PROJECT PERIOD					\$30,000

* MTDC = Modified Total Direct Cost

JUSTIFICATION. See Exhibit B1 - Follow the budget justification instructions.

Annual Budget Flexibility (lesser of % or Amount)

%	10.00%
Prior approval required for budget changes between approved budget categories above the thresholds identified.	<i>or</i>
Amount	\$10,000

Scope of Work

Between UC Davis and Napa Valley Farmworker Foundation

Scope of work:

The California Labor Workforce Development Agency is contracting with the UC Davis Western Center for Agricultural Health and Safety (WCAHS) to develop and deliver a comprehensive COVID-19 outreach and training program for the agricultural workforce. This proposed project, COVID-19 Statewide Agriculture and Farmworker Education Program (COVID-19 SAFE Program), will be led by the WCAHS in collaboration with the California Institute for Rural Studies (CIRS) and the UC Davis College of Agricultural and Environmental Sciences' (CAES) Communications Team, and numerous farmworker-serving community-based organizations (CBOs).

The COVID-19 SAFE Program will rapidly deploy COVID-19 outreach and training throughout California's agricultural regions while building programmatic capacity and engaging community and industry partners. This project will adapt as needed to reflect updated research as well as changes to state and federal guidance. The goal of the COVID-19 SAFE Program is to expand and strengthen COVID-19 knowledge, increase prevention behaviors, and build capacity among CBOs and agricultural employers to promote workplace safety. WCAHS will engage CBOs and in every stage of the project to ensure buy-in and improve adoption of outreach resources and training opportunities. Feedback from partner engagement and trainings will guide future outreach and training topics, as will emerging state and federal COVID-19 guidelines and regulations. COVID-19 outreach and trainings will target areas of high agricultural employment, such as the Central Valley, Imperial Valley, Central Coast, South Coast, and Napa Valley.

The Contractor, the Napa Valley Farmworker Foundation, will disseminate COVID-19 outreach materials as appropriate for their audience, facilitate employer and supervisor trainings, and collaborate with WCAHS on the development of new COVID-19 resources. The Contractor will actively participate in meetings and email or text communication with CIRS, who will coordinate and facilitate meetings and workshops for community organizations partnering in the COVID-19 SAFE Program.

Location of work:

The work will be performed in the Napa Valley, California, over the phone and Zoom, and via email.

Contractor responsibilities:

1. The Contractor will send staff members to at least two COVID-19 Zoom trainings hosted by WCAHS.
2. The Contractor will promote WCAHS COVID-19 trainings to staff, volunteers, agricultural supervisors, and growers.
3. The Contractor will have access to WCAHS health and safety experts for technical assistance on COVID-19 questions.

4. The Contractor will receive and disseminate outreach materials provided by WCAHS that are appropriate for their audience.
5. The Contractor will devote 8 hrs/week (or 20%) of staff time to conduct outreach on COVID-19 through various methods and levels of interaction.
 - a. Outreach will be conducted in a variety of ways, including social media, short videos, podcast, flyers, retail signs, church outreach, Zoom workshops, and direct email.
 - b. Outreach topics will include COVID-19 basics, COVID-19 myths, workplace & home best practices, workers' rights, state benefits, paid sick leave, and grower need assessment.
 - c. Monthly reach for outreach and training are projected to be:

	Brief Outreach (e.g., PPE distribution sites, social media)	Brief presentations (e.g. 5-15 minutes; COVID-19, Q&A, resource information, podcast)	20-40 minute training sessions for farmworkers and/or supervisors (e.g., in-person, Zoom with Teresa Andrews)
Monthly Frequency	<p>4X</p> <p>Social Media would be - FWF: 960 Instagram, 1,575 Facebook. Not much now but we are focused on growing it!</p> <p>Direct email 2,268 organizations on the list.</p> <p>PPE distribution – 50 a week</p>	<p>2X</p> <p>KVON podcast approximately 1000 a month</p>	<p>1 to 2X</p> <p>Personalized Trainings for Specific Growers</p> <p>3 to 15 people</p>

6. The Contractor will collaborate with WCAHS in the development of outreach materials by providing feedback on existing materials and identifying needs and preferences.
7. The Contractor will have the opportunity to have CAES take pictures, video, and written testimonials about farmworker experiences during COVID-19.
8. The Contractor will create up to five podcasts on COVID-19 for Napa Valley growers to use with farmworkers during training sessions. The Contractor will engage WCAHS in this process to identify topics and key messages.
9. The Contractor will attend at least 75% of monthly meetings hosted by CIRS and/or WCAHS.
10. The Contractor will enter all outreach activities in a WCAHS-developed database at least monthly, including the number of individuals reached, common questions and concerns, and any issues that arise.
11. The Contractor will ensure COVID-19 prevention measures for all in-person activities, including physical distancing, mask use, and hand hygiene.

Schedule of duties and milestones for the Contractor and the University:

Overall project duration is December 1, 2020 – June 30, 2021

Contractor duties and milestones:

Milestone	Deliverable	Date

1	Participate in monthly meetings coordinated by CIRS	12/1/20 – 6/30/20
2	Attend Zoom trainings hosted by WCAHS	12/1/20 – 6/30/20
3	Enter all outreach and training activities in the WCAHS tracking program	12/1/20 – 6/30/20
4	Provide input to WCAHS, CIRS, and CAES on outreach and training materials	12/1/20 – 6/30/20
5	Conduct outreach to farmworkers and growers through various methods and levels of interaction	12/1/20 – 6/30/20

Total Cost of Service:

Expense Type	Amount
Personnel	\$10,000
Materials Cost	\$20,000
Total	\$30,000

Payment schedule:

The Contractor may submit invoices on a quarterly basis or at the completion of the project deliverables.

Possibility of additional work:

There is the potential for additional collaboration with the Contractor. If additional collaboration is possible, an amendment to this contract will be submitted with a new scope of work, deliverables, and timeline.

Exhibit B2 – Subawardee Budgets

Budget Pertaining to Subawardee(s) (when applicable)

Additional Subawards To Be Determined

Exhibit B3 – Invoice Elements

Invoice and Detailed Transaction Ledger Elements

In accordance with Section 14 of Exhibit C – Payment and Invoicing, the invoice, summary report and/or transaction/payroll ledger shall be certified by the University’s Financial Contact and the PI (or their respective designees).

Invoicing frequency

Quarterly Monthly

Invoicing signature format

Ink Facsimile/Electronic Approval

Summary Invoice – includes either on the invoice or in a separate summary document – by approved budget category (Exhibit B) – expenditures for the invoice period, approved budget, cumulative expenditures and budget balance available¹

- Personnel
- Equipment
- Travel
- Subawardee – Consultants
- Subawardee – Subcontract/Subrecipients
- Materials & Supplies
- Other Direct Costs
 - TOTAL DIRECT COSTS (if available from system)
- Indirect Costs
 - TOTAL

Detailed transaction ledger and/or payroll ledger for the invoice period ²

- University Fund OR Agency Award # (to connect to invoice summary)
- Invoice/Report Period (matching invoice summary)
- GL Account/Object Code
- Doc Type (or subledger reference)
- Transaction Reference#
- Transaction Description, Vendor and/or Employee Name
- Transaction Posting Date
- Time Worked
- Transaction Amount

¹ If this information is not on the invoice or summary attachment, it may be included in a detailed transaction ledger.

² For salaries and wages, these elements are anticipated to be included in the detailed transaction ledger. If all elements are not contained in the transaction ledger, then a separate payroll ledger may be provided with the required elements.

Exhibit C – University Terms and Conditions

CMA (AB20) State/University Model Agreement Terms & Conditions UTC-220

Exhibit D- Additional Requirements Associated with Funding Sources (if applicable)

If the Agreement is subject to any additional requirements imposed on the funding State agency by applicable law (including, but not limited to, bond, proposition and federal funding), then these additional requirements will be set forth in Exhibit D. If the University is a subrecipient, as defined in 2 CFR 200 (Uniform Guidance on Administrative Requirements, Audit Requirements and Cost Principles for Federal Financial Assistance), and the external funding entity is the federal government, the below table must be completed by the State agency. (Please see sections 10.A and 10.B of the Exhibit C.)

State Agency to Complete (Required for Federal Funding Source):

Federal Agency	
Federal Award Identification Number	
Federal Award Date	
Catalog of Federal Domestic Assistance (CFDA) Number and Name	
Amount Awarded to State Agency	
Effective Dates for State Agency	
Federal Award to State Agency is Research & Development (Yes/No)	

University to Complete:

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award does does not support Research & Development.

Exhibit E – Special Conditions for Security of Confidential Information (if applicable)

If the Scope of Work or project results in additional legal and regulatory requirements regarding security of Confidential Information, those requirements regarding the use and disposition of the information, will be provided by the funding State agency in Exhibit E. (Please see section 8.E of Exhibit C.)

N/A

Exhibit F – Access to State Facilities or Computing Resources (if applicable)

If the Scope of Work or project requires that the Universities have access to State agency facilities or computing systems and a separate agreement between the individual accessing the facility or system and the State agency is necessary, then the requirement for the agreement and the agreement itself will be listed in Exhibit F. (Please see section 21 of Exhibit C.)

N/A

Exhibit G – Negotiated Alternate UTC Terms (if applicable)

An alternate provision in Exhibit G must clearly identify whether it is replacing, deleting or modifying a provision of Exhibit C. The Order of Precedence incorporated in Exhibit C clearly identifies that the provisions on Exhibit G take precedence over those in Exhibit C.

While every effort has been made to keep the UTC as universal in its application as possible, there may be unique projects where a given term in the UTC may be inappropriate or inadequate, or additional terms may be necessary. California Education Code §67327(b) allows for terms to be changed or added, but only through the mutual agreement and negotiation of the State agency and the University campus. If a given term in the UTC is to be changed, the change should not be noted in Exhibit C, but rather noted separately in Exhibit G.

N/A