

LETTER OF COLLABORATION

This Letter of Collaboration (LOC) is entered into between Seton Health and Cornell Cooperative Extension of Columbia and Greene Counties. The purpose of this LOC is to acknowledge the collaborative and subcontracting partnership that exists between, and outline the cooperative efforts of, the above named agencies to coordinate and increase their capacity to complete work in both schools and communities for the New York State Department of Health (NYSDOH) project, Creating Healthy Schools and Communities.

1. UNDERSTANDING, AGREEMENTS, SUPPORT AND RESOURCE REQUIREMENTS:

A. Seton Health agrees to collaborate with high-need school districts (Hudson City Schools) to:

1. Increase access to healthy, affordable foods (especially fruits and vegetables, low-sodium foods, and healthy beverages) and increase school districts' ability to meet federal Healthy, Hunger-Free Kids Act of 2010 (HHFKA) nutrition standards for vending, a la carte, school stores, and other foods sold outside the school meal programs
2. Establish Comprehensive School Physical Activity Programs and implement and strengthen each of the five components: 1) quality physical education; 2) physical activity during school day; 3) physical activity before and after school; 4) staff involvement; and 5) family and community engagement
3. Provide consistent, evidence-based standards for nutrition and physical activity to promote student wellness through the assessment, development, improvement, and implementation of the federally mandated Local School Wellness Policies
4. Actively participate and/or seek sustainability opportunities that highlight the effectiveness of interventions and the importance of continued support and funding for policy, system and environmental change work related to the improvement of physical activity opportunities, and healthy food demand and access in the districts and communities we serve

B. Cornell Cooperative Extension agrees to mobilize the City of Hudson to:

1. Increase access to healthy, affordable foods (especially fruits and vegetables, low-sodium foods, and healthy beverages) through a variety of strategies, such as:
 - Educating community members and leaders about the benefits of zoning and/or licensing regulations which require that a percentage of foods sold by convenience stores and small retailers be healthy;
 - Developing and sustaining mobile produce sales;
 - Establishing cooperative buying groups; or
 - Creating or enhancing food hubs

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2. Increase the availability of healthy drinks (e.g., non-caloric flavored waters and seltzers, water, 100% fruit or vegetable juice, low-fat and fat-free milk), fruits and vegetables, and low-sodium products in small food retail venues. Possible strategies include:

- Zoning and/or licensing regulations, requiring a percentage of shelf space or floor space dedicated to healthy affordable foods or specifying a number of healthy options in selected food categories
- Development and sustainability of mobile produce vendors;
- Establishment of cooperative buying groups among small retailers; or
- Creation or enhancement of food hubs

3. Increase adoption and use of food standards and procurement policies (including criteria for sodium, saturated and trans fats, healthy beverages, and fiber) by venues reaching priority populations, including municipalities, community-based organizations, worksites, and/or hospitals.

4. Educate community members and leaders on the benefits of adopting and implementing Complete Streets policies, plans, and practices.

5. Actively participate and/or seek sustainability opportunities that highlight the effectiveness of interventions and the importance of continued support and funding for policy, system and environmental change work related to the improvement of physical activity opportunities, and healthy food demand and access in the districts and communities we serve.

It is mutually understood that the community and school initiatives may overlap. In addition to NYSDOH project requirements:

Seton Health will:

- Manage the grant budget and keep CCE apprised of any related items
- Coordinate monthly vouchering for contractor and subcontractor
- Reimburse subcontracting partner in a timely manner
- Maintain open communication on project initiatives
- Assist Community partner when needed or as requested to ensure outcomes are achieved

Cooperative Extension will:

- Prepare monthly reports (or per NYSDOH specifications) and
- Submit invoices with back-up documentation for reimbursement on a monthly basis to Seton Health
- Coordinate major Community spending with Seton Health Director

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Seton Health Center for Smoking Cessation and Cornell Cooperative Extension of Columbia and Greene Counties

- Maintain open communication on project initiatives
- Assist School partner when needed or as requested to ensure outcomes are achieved

II. TERM OF LOC:

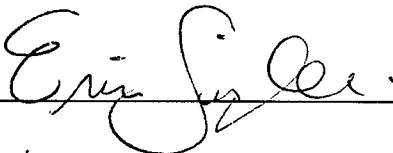
This LOC shall **begin on October 1, 2015** and shall **expire September 30, 2020**.

IV. LOC TERMINATION:

This LOC may be terminated by either party upon no less than thirty (30) calendar days written notice, without cause, unless a lesser or greater time is mutually agreed upon by both parties.

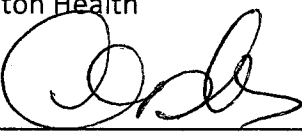
V. AUTHORIZATION FOR SIGNATURE:

The individuals executing this agreement on behalf of each party warrants that he/she is authorized to execute the agreement on behalf of their respective agencies and that the agency will be bound by the terms and conditions herein. The understanding between all parties is that there are no funds obligated under this agreement.



Director Date

Seton Health



Executive Director Date

Cornell Cooperative Extension
of Columbia and Greene Counties

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