

Nutrition Education and Obesity Prevention Branch
All SNAP-Ed Local Health Department Call/Webinar – Meeting Notes
Thursday, September 10, 2015
2:00pm – 3:30pm

Updates from Training Development and Support Section, *Reema El-Murr*

Training Transition Plan

- End of August 2015, NEOPB released and posted to the NEOPB webpage the FFY 2016 Training Transition Plan: Available online at <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBTRAINING.aspx>
- This report provides an overview on three focal areas for continued support to LHDs and Local Implementing Agencies (LIAs):
 - Training and Technical Assistance
 - Coalition and Collaborative Support
 - Media, Public Relations Outreach, and Coordination
- Questions? NEOPBTrainingSection@cdph.ca.gov (cc your assigned Project Officer)

LIA Technical Assistance Process

- NEOPB has a contract in place with California State University, Sacramento (CSUS) for training services, logistical support of statewide and “service area” meetings/conferences, and special events.
- NEOPB is in the final stages of outlining this process and will notify LHDs once information is finalized.
- Questions? NEOPBTrainingSection@cdph.ca.gov (cc your assigned Project Officer)

Updated Online NEOPB Calendar of Training/Events

- Available online at <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPB%20Calendar%20of%20Events.aspx>
- Trainings can be sorted by: 1) Date; 2) Title; 3) Location; 4) Audience; and 5) Format
- Questions? NEOPBTrainingSection@cdph.ca.gov (cc your assigned Project Officer)

FFY 2016 SNAP-Ed State Plan: Incorporating USDA/WRO Feedback, *Gil Sisneros, Jackie Tompkins, and Reyna Tsukiji*

- FFY 2016 SNAP-Ed Plan was submitted on August 15, 2015 to USDA/WRO
- Scheduled to receive feedback from USDA/WRO by the first week of September
- Final Plan approval anticipated by September 30, 2015.
- Once approval is received, NEOPB will issue a program letter to the LHDs; the communication will include the approval/award letter from USDA/WRO and awarded/approved funding levels for each LHD.

- Process for Addressing and Incorporating Feedback from USDA/WRO:
 - Two informational emails sent: 1) from CDSS to the designated county Work Plan Coordinators (WPC); 2) from NEOPB to SNAP-Ed Project Directors.
 - Each county will receive an Excel workbook containing comments on the IWP and agency budgets from USDA/WRO.
 - It is the roles and responsibility of the county WPC to coordinate the responses to the IWP from the LIAs.
 - Sep 14-22, 2015: LIAs, through the WPC, need to respond to comments/questions from USDA/WRO within the designated Excel workbook. The responses need to be submitted to SharePoint on or before September 22, 2015; this will allow NEOPB staff time to review documents before final submission to CDSS and USDA/WRO.
 - September 23-25, 2015: NEOPB staff will review workbook responses.
 - September 28-30, 2015: WRO will review workbook comments and issue award letter.
 - October 1-16: Depending on FNS approvals and denials, changes will be made to IWP and budgets to update approved Plan (i.e. source documents/originals).
 - October/November 2015: CDSS will review the updates to the source documents in order to finalize and resubmit final FFY 16 Plan to USDA/WRO.

LHD Questions:

1. Q: Are LHDs supposed to start SNAP-Ed work on October 1, 2016 (FFY 2016) even without approval letter?
 - a. NEOPB: LHDs are engaged in a multi-year grant agreement ending September 30, 2016 with CDPH-NEOPB, which allows LHDs to continue current SNAP-Ed services and related SNAP-Ed subcontracts through September 30, 2016 (Federal Fiscal Year (FFY) 2016). Please note that the only exception is if a LHD receives a denial from United States Department of Agriculture (USDA) Western Regional Office (WRO) prior to September 30, 2015. In the unlikely event of a denial, the denial usually affects a minor portion of a subcontract or project. LHDs are able to proceed with the rest of their approved FFY 2016 SNAP-Ed services as scheduled beginning October 1, 2015.
2. Q: Can LHDs receive a formal, written communication from NEOPB to share with our respective fiscal department(s) and subcontractors that SNAP-Ed work can start Oct 1, 2015?
 - a. NEOPB: Yes, NEOPB will email a communication on this topic.
3. Q: Regarding SNAP-Ed grant deliverables, how long do LHDs need to keep deliverables onsite for future review(s)?
 - a. NEOPB: LHDs need to keep all deliverables and documentation (includes financials) onsite for a minimum of 3 years. NEOPB has annual Management Evaluations (ME) USDA/WRO; MEs include LHDs.

FFY 2015 4th Quarter LHD Report, *Daisy Silverio*

- FFY 2015 4th Quarter Reports are due October 15, 2015
- Quarterly Progress Report Template is available online at:
http://www.cdph.ca.gov/programs/cpns/Documents/_Quarterly%20Progress%20Report%20040214%20Final.docx
- LHDs are also encouraged to submit success stories highlighting their SNAP-Ed work. The template is available online at:
[http://www.cdph.ca.gov/programs/NEOPB/Documents/PSE%20Success%20Story%20Template%20\(2\).docx](http://www.cdph.ca.gov/programs/NEOPB/Documents/PSE%20Success%20Story%20Template%20(2).docx)
- Activity Tracking Form also due October 15, 2015
- NEOPB approved resource list link for ChooseMyPlate is broken; NEOPB is working to fix the link by next week.

LHD Questions:

4. Q: Can LHDs submit the identified deliverables prior to October 15, 2015?
 - a. NEOPB: Yes.

Policy, Systems and Environmental Evaluation Report, *Lauren Whetstone*

- PSE reporting form due Oct 15, 2015.
- PSE webinars - September 2, 2015 and September 15, 2015.
- Form is available on SharePoint - Reporting form available on SharePoint
- [Click here to download the FFY15 PSE Evaluation Report documents.](#)
- A PSE evaluation report lead should be designated for each LHD. Leads can be designated at <https://www.surveymonkey.com/r/PSEevaluationreportPrimaryContact>.
- Technical Assistance available – contact Lauren.Whetstone@cdph.ca.gov with a cc to your assigned Project Officer

LHD Questions:

5. Q: When was that email sent regarding PSE evaluation reporting?
 - a. NEOPB: August 25, 2015. The email went to the SNAP-Ed Project Directors. Please contact Lauren at Lauren.Whetstone@cdph.ca.gov if you want a copy of the email sent to you.
6. Q: Is the PSE reporting form for FFY16 going to be the same form as for this year? It will help with data collection to know what we should collect in advance of the reporting period.
 - a. NEOPB: Content is not likely to change, however, the format may change. NEOPB may adjust based on feedback from LHDs, but the information collected is unlikely to change. Contact Lauren Whetstone for more information.

FFY 2016 Administrative Updates - *Melissa Relles and Gil Sisneros*

- Important SNAP-Ed dates for FFY 2016 are available here:
<http://www.cdph.ca.gov/programs/NEOPB/Pages/SNAP-Ed%20Important%20Dates.pdf>

- NEOPB is looking into options for LHD SNAP-Ed subcontractors to purchase equipment themselves instead of LHDs having to buy it on their behalf. NEOPB will provide more information after October 1, 2015.
- For FFY 2016, staff time logs are no longer a requirement; however LHDs must have a fiscal system in place to track employees' time. If you do use the time logs, you can use the actuals.
- Budget adjustments request/BARS: New guidelines from CDSS that take effect October 1, 2015. NEOPB will have authority to approve some BARS. For FFY 2016, CDSS is accepting two BAR submissions per LHD: 1) February 1, 2015 and 2) June 1, 2015.

LHD Questions:

7. Q: Our LHD will have staff changes on FFY 2016; how soon should we reflect the changes?
 - a. NEOPB: It depends on the specifics of the changes. LHDs may submit changes to NEOPB and we can work with you to decide if we can approve or if it needs to wait until the February 1, 2015 submittal date. Please work with your assigned Contract Manager.
8. Q: Where would we find the information about the time log changes?
 - a. NEOPB: LHDs can read the updates to this requirement on page 80 of the FFY 2016 SNAP-Ed Guidance (<https://snaped.fns.usda.gov/snap//Guidance/FinalFY2016SNAP-EdGuidance.pdf>).
9. Q: Why are LHDs limited to two BARs at the CDSS level?
 - a. NEOPB: CDPH can approve more BARS internally. If it needs CDSS or USDA/WRO you can only submit two. Submit as many BARS as you want throughout the year but not all can be approved through NEOPB.
10. Q: Will you post the administrative updates in writing online?
 - a. NEOPB: Yes. As changes and/or updates are available, NEOPB will post the applicable information here: <http://www.cdph.ca.gov/programs/NEOPB/Pages/FiscalandAdministrativeGuidelinesManual.aspx>
11. Q: Can we do a BAR in October 2015 for changes we already know?
 - a. NEOPB: Yes. Please submit these requests to neopbfiscalrequest@cdph.ca.gov and work with your assigned contract manager.
12. Q: Can NEOPB provide an example of what will be sent to USDA/WRO in regards to the BAR?
 - a. NEOPB: Once you have an approved FFY 2016 Plan, if it is a new activity, new strategies, new staffing, significant change – those will require WRO approval. The checklist of the various types of BARs will be available by September 30, 2015. New activities need to be submitted separately by April 1, 2016. More information available here: <http://www.cdph.ca.gov/programs/cpns/Documents/300%20-%20Budgets%20and%20BARs%209%2030%2015.pdf>
13. Q: Understand that guidelines are coming...will there be a dollar limit on each BAR? It may be challenging for many LHDs if a BAR >\$100K must wait until Feb 1, 2016.

- a. NEOPB: There is no limit on the dollar amount of your BARs. The only issue is equipment costing over \$5000.
- 14. Q: What is the BARs timeline for responses?
 - a. NEOPB: NEOPB is committing to a 10 day turnaround. CDSS and USDA/WRO are committing to a 15 day turnaround each. Final approval could take a total of 40 business days.
- 15. Q: Will there be a limit on the numbers of BARs that can be approved by NEOPB?
 - a. NEOPB: There is no limit to the number of BARs that can be submitted to NEOPB each FFY.
- 16. Q: Since the BARs for "new activities" likely be the Feb 1, 2016, is it still appropriate for new activities to be included within the Jun 1, 2016 BAR?
 - a. NEOPB: Yes. Either February 1 or June 1 is fine.
- 17. Q: Are electronic time keeping systems okay?
 - a. NEOPB: Yes, those are acceptable if you can track by individual employee.
- 18. Q: Please clarify - Moving forward into FFY 2016, if our LHD has timecards and a labor report that matches we will not need to do time logs?
 - a. NEOPB: Correct.

Surgeon General's Call to Action: Walkable Communities

- On September 9, the Surgeon General announced a Call to Action to promote walking and walkable communities. The Call to Action encourages increased walking through improved access to safe and convenient places to walk and wheelchair roll and the development of a community culture that supports walking for individuals of all ages and abilities.
- The Call to Action includes five strategic goals:
 1. Make walking a national priority.
 2. Design communities that make it safe and easy to walk for people of all ages and abilities.
 3. Promote programs and policies to support walking where people live, learn, work, and play.
 4. Provide information to encourage walking and improve walkability.
 5. Fill surveillance, research, and evaluation gaps related to walking and walkability.
- To learn more and download resources (including the YouTube video and infographic), visit the Surgeon General's [Step It Up! webpage](#).
- America Walks and the Every Body Walk! Collaborative has released one-time micro-grants (up to \$2,500) for activities designed to increase local walking programming and to stimulate community demand for infrastructure improvements that provide accessible, safe walkable places for the entire community.
 - Grant activities fall into two broad categories: 1) strengthening or elevating community-walking programs and 2) fortifying the policies, systems and environments that create walkable places.
 - Read the full funding announcement [here](#).
 - Applications are due by 5 p.m. EDT on October 15, 2015.

General LHD Question and Answer Session

19. Q: Is there an opportunity to discuss CX³ at all on this call?
 - a. NEOPB: CX³ can be placed on the agenda for a future All LHD call/webinars. If you have an immediate CX³ question, please contact Jeffery.Rosenhall@cdph.ca.gov.
20. Q: Will this call/webinar be available to listen/watch at a later time? If so, when do you expect it to be sent out?
 - a. NEOPB: NEOPB provides general, high-level notes from each All LHD call/webinar. Notes may be obtained at: <http://www.cdph.ca.gov/programs/NEOPB/Pages/LHDMonthlyCallNotes.aspx>
21. Q: Where on the NEOPB website can LHDs obtain information on administrative updates and/or changes?
 - a. NEOPB: As changes and/or updates are available, NEOPB will post the applicable information here: <http://www.cdph.ca.gov/programs/NEOPB/Pages/FiscalandAdministrativeGuidelinesManual.aspx>

If you have any questions/comments regarding this document, please email the Nutrition Education & Obesity Prevention Branch at neopb@cdph.ca.gov so it may be given to the appropriate person, or contact your assigned Contract Manager or Project Officer. Thank you.