

**Nutrition Education and Obesity Prevention Branch**  
**All SNAP-Ed Local Health Department Call/Webinar – Meeting Notes**  
*Thursday, October 8, 2015*  
*2:00pm – 3:30pm*

**FFY 2016 SNAP-Ed State Plan**, Gil Sisneros and Jackie Tompkins

***USDA/WRO Approval***

- FFY 2016 SNAP-Ed State Plan was approved September 30, 2015
- Overall, \$115 million was approved for California and \$96.8 million for NEOPB
- Highest approval rating in ever
  1. 99.4% overall plan approval rate
  2. 99.9% LHD approval rate
- This was the first year in which the SNAP-ED State Plan was submitted completely electronic – no binders or paper; California utilized a SharePoint system
- USDA/WRO recognized 15 Integrated Work Plans (IWPs)
  1. Calaveras
  2. Fresno
  3. Long Beach
  4. Los Angeles
  5. Marin
  6. Merced
  7. Monterey
  8. Nevada
  9. Orange
  10. San Diego
  11. San Francisco
  12. San Joaquin
  13. Santa Cruz
  14. Sonoma
  15. Yuba
- NEOPB sent out a Program Letter on September 30, 2015 to notify LHDs of final approval funding amounts; additional information regarding BARs, and important dates for FFY 2016
- LHDs need to submit their final invoices by the December 1, 2015 deadline.

***Next Steps***

- Original (source) documents to be updated on SharePoint
- All counties were contacted with instructions for updating source documents through their work plan coordinator; email sent from CDSS staff
- Updated documents due to SharePoint by October 16, 2015
- SNAP-Ed State Plan will be finalized October 19-30, 2015
- SNAP-Ed State Plan will be posted online by December 15, 2015 (target date)
- Please contact your project officer or email questions to [CASNAPEdPlan@cdph.ca.gov](mailto:CASNAPEdPlan@cdph.ca.gov)

## LHD Questions:

1. Q: Would a LHD upload our budget onto SharePoint?
  - a. NEOPB: NEOPB contract staff will be working and communicating with LHDs as needed for budget changes. Budget uploads and edits are being made by NEOPB contract staff within the SharePoint site.
2. Q: Should Work Plan Coordinator's and LHDs submit a clean version (w/o the comments in the IWP from LIAs)?
  - a. NEOPB: Yes, the final version of the IWP that needs to be in the SharePoint site by COB October 16, 2015 needs to be free from any edits, including track changes. Documents need to be finalized with consistent formatting (font size, color, etc.). For assistance, there is a check-in, check-out process document and a training video to walk you through the process.

## **SNAP-Ed Multi-Year Planning (FFY 2017-2019), Caroline Kurtz and Susan Mattingly**

### ***Three-Year Agreements and Portfolios***

- California will be submitting a 3-year plan for the first time ever
- Plans will start FFY 2017
- Will allow for longer term objectives with regard to PSE's
- SNAP-Ed Funding Application Guidance FFY 2017-2019 available on the [NEOPB website](#)
- IWP template, site list (targeting summary), and budget workbooks forthcoming
- There are five (5) nutrition education and obesity prevention Portfolios based on the following Core Settings to serve as tools in the planning process and guide and inform the LHDs contributions to the SNAP-ED LIA Integrated Work Plan (IWP): LIVE, LEARN, SHOP, and WORK; *there are also primary, secondary, and complimentary settings addressed as well*
  1. LIVE: includes places of worship, community organizations
  2. LEARN A & B: Early care and education, schools (comprised of two portfolios)
  3. SHOP: Retail Outlets
  4. WORK: Worksites
- Portfolios are a tool to help guide and inform the LHDs contribution to the FFY2017-2019 IWP.
- Within each Portfolio are intervention approaches from the Social Ecological Model which includes the Individual level, Environmental level, and Sectors of Influence level.
- Concept is to provide interventions so that same target population would be exposed to multiple interventions that target the same behavior; this is referred to as a "dose." Dose response helps with evaluation efforts and assists with demonstrating impact.
- Resources will be provided to support the approaches in each level. Additionally, there will be a list of recommended curricula to support the Portfolio settings and approaches.
- Activity examples will be provided in the Portfolios for the SEM levels; these are not intended to be comprehensive – just examples.
- Informational Conference Call scheduled for Wednesday, October 21, 2015
  - [Webinar Recording](#)
  - [PowerPoint Presentation](#)
- Trainings will be available at Project Directors' Meeting (November 3-4, 2015)
- Letter of Intent is due to NEOPB by October 30, 2015 at 4:00pm
- Funding Application packet is due to NEOPB by March 11, 2016 at 4:00pm

**LHD Questions:**

3. Q: Who does a LHD contact if an email regarding the new application was not received?
  - a. NEOPB: Please contact your assigned Project Officer or Contract Manager.
4. Q: Is the recent Funding Application Request competitive?
  - b. NEOPB: No, it is based on SNAP-Ed eligibility in the county and is open to all LHDs. Letter of Intent is due to NEOPB by October 30, 2015 at 4:00pm
5. Q: Where can LHDs learn more about the funding tiers as it relates to the portfolios?
  - c. NEOPB: The minimum number of portfolios to be implemented will be based on projected funding amounts for FFY 2018 rather than FFY 2017 since declining funds are anticipated to stabilize by FFY 2018. The funding tiers are outlined here. More information on the funding application request may be read [here](#). If LHDs have questions, please contact your assigned Project Officer and Contract Manager.

<b>Table 1. LHD Funding Tier Requirements</b>				
<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>	<b><u>Tier 4</u></b>	<b><u>Tier 5</u></b>
LHDs projected to receive a budget allocation less than \$199,999	LHDs projected to receive a budget allocation \$200,000 - \$399,999	LHDs projected to receive a budget allocation \$400,000 - \$999,999	LHDs projected to receive a budget allocation \$1,000,000 - \$4,999,999	LHDs projected to receive a budget allocation greater than \$5,000,000
Minimum 1 Portfolio	Minimum 2 Portfolios	Minimum 3 Portfolios	Minimum 4 Portfolios	Minimum 5 Portfolios

6. Q: How were the funding projections determined for the LHDs; projections indicate slight increases and for others decreases?
  - d. NEOPB: The Healthy Hunger-Free Kids Act of 2010 (HHFKA 2010), modified SNAP-Ed significantly by re-establishing SNAP-Ed from a “match-based program” to a “Nutrition Education and Obesity Prevention Grant Program” with a funding equation that is based on SNAP participation and expenditure rate. During the match-based program allocation, some of California’s LHDs were able to generate a significant amount of funds through “match;” some amounts were greater than the percentage of their county’s SNAP-Ed population. In order to avoid these specific LHDs from experiencing a drastic reduction in SNAP-Ed funding initially, NEOPB has worked with the impacted LHDs to support slow decreases over the past few years. By the end of FFY 2018, the SNAP-Ed funding to LHDs from NEOPB will be proportionate to their SNAP-Ed eligible population. Projected reductions through FFY 2018 have been shared with the LHDs.
7. Q: Reach numbers for 2016 – will the numbers go down with the funding decrease?
  - e. NEOPB: Yes, as California collectively moves more resources to establishing policy, systems, and environmental strategies that support obesity prevention, it is highly probable that reach numbers will decrease. However, in working through the socio-ecological model, LHDs will have a greater and more sustainable impact within their community. Additionally, the EARS reporting requirements are currently under review and may have changes in the future.

**2015 Project Director's Meeting, Kristi Maryman**

- November 3-4, 2015, Hilton Arden West in Sacramento, California
- Deadline to register is October 21, 2015
- Room block deadline is October 12, 2015
- Visit the [PDM web site](#) for more information
- **UPDATE!** PDM PowerPoint Presentations available [here](#)

**2016 LIA SNAP-Ed Forum, Jessie Gouck**

- January 13-14, 2016, Doubletree Hotel Sacramento
- Information email sent out to LIAs on 10/12/2015
- Forum [Website](#) – online registration is open until January 6, 2016.
- The in-person Forum will include many different opportunities for connecting with partners, capacity building, and time to work on your Integrated Work Plans. The Forum will include:
  - General Sessions – content relevant and essential to all Forum attendees (will include main Forum topic of multi-year, multi-sector planning and evaluation)
  - Capacity Building/Programmatic Sessions – includes facilitated roundtables around specific topic areas and conference-style presentation sessions on LIA/SIA identified high priority content areas. There will be capacity building sessions on both days of the Forum.
  - Integrated Work Plan Session – a Day 2 session dedicated to work on the multi-year IWP for FFY17-FFY19
- Discussed ways in which the LIAs may be lead/facilitate a session/activity at the forum – please communicate your interests through the participation survey –sent with LIA SNAP-Ed Forum announcement
- Pre-forum webinars
  - Multi-Year IWP Template and Information: 11/16/2015 at 2:00pm
  - IWP Follow-Up: 12/9/2015 at 10:00am

**LHD Questions:**

8. Q: Our LHD has a .4 FTE employee who I would like to have attend with me; 100% of her time is dedicated to SNAP-Ed. Will SNAP pay 100% of her expenses to attend the Project Directors Meeting?
  - a. NEOPB: Yes, your .4 FTE staff person expenses can be charge to SNAP-Ed at 100%, if they are working on SNAP-Ed exclusively. Please contact your Contract Manager to confirm
9. Q: Will the LHDs have enough information at the November PDM meeting to begin a Request For Proposal process for subcontracts?
  - a. NEOPB: Early planning will help ensure that subcontracts are executed on time. NEOPB is hosting a webinar on subcontracts and solicitations on December 17, 2015 (2:00pm – 3:00pm) – Register [here](#).
10. Q: What is the difference between LIA SNAP-Ed forum and NEOPB Project Directors Meeting?
  - a. NEOPB: The information shared on the NEOPB Project Directors Meeting (PDM) is geared to and specific to the local health departments, project directors, and NEOPB funded projects. At the PDM, NEOPB will provide guidance, training, and technical assistance on the development of the LHD three-year agreements. The SNAP-Ed LIA forum is for all local implementing agencies and how they will work together on the development and submission of a multi-year integrated work plan.

## California Conference of Local Health Department Nutritionists (CCLHDN), Steve Baldwin

- May 4-5, 2016, The California Endowment – Oakland, California
- Building leadership capacity
- Advises California Conference of Local Health Officers (CCLHO)
- Elected Positions
- Three committees
  - Communications Committee
  - Partnership Committee
  - Conference Committee
- Peer Exchange Program – details coming the website in January 2016
  - Very popular
- Membership is an allowable cost
  - Work with your Contract Manager to include in your budget
  - Membership is purchased for staff (RDs or nutritionists)
  - \$150
- Website: [www.cclhdn.org](http://www.cclhdn.org)
- Questions may be directed to Steve Baldwin (LA County) - [stbaldwin@ph.lacounty.gov](mailto:stbaldwin@ph.lacounty.gov)

### LHD Questions:

11. Q: To clarify, membership can be purchased for a LHD, correct?
  - a. CCLHDN Representative: \$150 covers the membership local health department and covers any Registered Dietician (RD) or Nutritionist working in the health department.
12. Q. Please discuss the CCLHDN Conference.
  - a. CCLHDN Representative: There is a CCLHDN membership fee (\$150) and there is also separate conference fee; more information is coming soon.

## Partnership Summit, Jackie Richardson

- Partnerships are a priority for NEOPB
- Partnership Summit convened on September 28, 2015, Sierra Health Foundation, Sacramento
- By invitation to statewide partners; focus on accessibility and availability to healthy food options
  - NEOPB [Partnership Plan](#)
  - Model for partnership shared with various sectors; ability to support PSE to advance state-level goals
    - Agriculture, Communities of Faith, Education, Government, Health Care and Retail
- The partners at this meeting were interested in meeting again in December; NEOPB will serve as the convener.
- Next steps: NEOPB will be follow-up with each organization that attended the summit and will establish Partnership Managers as liaisons to help identify where activities, strategies, and efforts overlap and to establish a connected, viable, and meaningful partnership.

### **Free Playground Stencil Kits, Jackie Richardson**

- Email set to the LHD at the end of September
- PA Promotion Resource – active play with linkages to learning
  - **UPDATE!** For additional trainings, learn more [here](#) (e-LHD newsletter 10/21/2015)
- Free kits made available through the CDC grant – Prevention First
  - The use of the stencil kit is not limited and may be used throughout a LHD’s jurisdiction

### **LHD Questions:**

13. Q: When will the stencil kits be shipped?
  - a. NEOPB: NEOPB plans to begin the shipment process by Tuesday, October 13. LHDs will receive an advance email with specifics on the shipment (size, weight, dimensions, etc.).

### ***Public Web StoreFront, Cyndi Walter***

- NEOPB is working with the Office of State Publishing (OSP) to test a Public Web StoreFront (PWSF), also referred to as a Cost Recovery Site. The site will allow LHDs, subcontractors, as well as all other Local Implementing Agencies and State Implementing Agencies, to purchase NEOPB materials above and beyond the agencies’ NEOPB materials allocations.
- Purchasing materials from the PWSF will be on a first come, first served basis. NEOPB aims to have the site up and running by the end of December.
- In order for LHDs and others to be able to order NEOPB materials through the PWSF, agencies will need to obtain a Customer Account Number (CAN) from the Department of General Services, OSP. The CAN is used for billing purposes. Once an agency opens an account, the agency can then utilize the services of OSP, which include graphic design, printing and translation services, as well as purchasing NEOPB materials.
- **UPDATE!** Learn more [here](#) (e-LHD newsletter 11/4/2015)
- Questions? Email [NEOPBCustomerCare@cdph.ca.gov](mailto:NEOPBCustomerCare@cdph.ca.gov)

### ***New Images for Social Media, John Pacheco***

- NEOPB is expanding the social media image library and requests your new images of community/school gardens, after-school programs, and community events. Images are accepted on a continuous basis with a signed [Model Release Form](#)
- For more information or to send your images, please email John Pacheco at: [John.Pacheco@cdph.ca.gov](mailto:John.Pacheco@cdph.ca.gov).

### **LHD Questions**

14. Q: Will community partners of the LHDs be able to utilize the Public Web Storefront? LHDs receive numerous requests from unfunded community partners for materials (cookbooks, posters, etc.).
  - a. NEOPB: Yes, community partners can use the website. Agencies/organizations need to obtain a Customer Account Number (CAN) from the Department of General Services (DGS), Office of State Publishing (OSP). Please note, that in addition to opening an account with OSP, an agency/organization will need to open a Purchase Order (PO) for each requested job. The OSP currently cannot accept credit card payments and it will not accept checks at any time. To obtain a CAN application, visit:

<http://www.documents.dgs.ca.gov/ofs/Afs94a.pdf>. For Frequently Asked Questions about the application, visit <http://www.dgs.ca.gov/ofs/Forms/FAQ.aspx>.

### **General Question and Answer Session**

15. Q: Do LHDs need to go through a competitive Request For Proposal (RFP) process for subcontracts or can LHDs continue with current partners?
  - a. NEOPB: Subcontracts are to be competitively bid. Some agencies are exempt from the competitive bid process and this will be explained in more detail during the December 17<sup>th</sup> webinar. Should you need assistance before then, please contact Melissa Relles at [melissa.relles@cdph.ca.gov](mailto:melissa.relles@cdph.ca.gov) or your assigned Contract Manager. NEOPB recommends that this process begins now and that solicitations are written for a three-year time period to align with the upcoming three-year LHD agreements. Early planning will help ensure that subcontracts are executed on time. As a reminder, NEOPB is hosting a webinar on subcontracts and solicitations on December 17, 2015 (2:00pm – 3:00pm) – Register [here](#). LHDs may consider sharing previous solicitation examples with each other to facilitate peer-to-peer learning opportunities.
16. Q: Would we need to do a RFP process if our city approves some (ex. we only have one school district) as an approved "sole source" vendor?
  - a. NEOPB: You would need to have documentation which states that the vendor is a sole source. Please contact your Contract Manager for more information.
17. Q: Is the Targeting Summary also subject for updates at this stage?
  - a. NEOPB: Yes, the Targeting Summary is being updated as well. More information is forthcoming.
18. Q: When will the state allow site list revisions for FFY 2016? Do you anticipate the process to change at all?
  - a. NEOPB: Yes, the site change process is being worked on through a SIA workgroup for FFY 2016. Specific to the month of October, CDSS sent out an email with instructions. Regarding the process after October, a subsequent communication will be shared by the beginning of December. Please contact your Project Officer for further assistance.

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