

**FUNDING APPLICATION REQUEST  
FFY 2017-2019**

*Supplemental Nutrition Assistance Program Education Guidance  
Nutrition Education and Obesity Prevention Branch*

Released October 2, 2015

Applications due on ~~March 11, 2016~~ by 4:00 p.m.  
**March 25, 2016 – Integrated Work Plan and Site List**  
**April 1, 2016 – Budget**

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This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663.

## **TIMELINE**

<b>DATE</b>	<b>ACTIVITY</b>
October 2, 2015	Guidance released on website
October 21, 2015	Informational Teleconference
October 30, 2015	Mandatory, non-binding Letter of Intent due by 4 p.m.
<del>March 11, 2016</del>	<del>Applications due by 4 p.m.</del>
<b><u>March 25, 2016</u></b>	<b><u>Integrated Work Plan and Site List due</u></b>
<b><u>April 1, 2016</u></b>	<b><u>Budget due</u></b>
September 30, 2016	Notification of award sent to all applicants
October 1, 2016	<del>Contract</del> <b><u>Grant Agreement</u></b> begins

**Please note: Applicants must check the website frequently for any Guidance addenda, which includes additional application information. The website is:**

**<http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx>**

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**Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed)  
Funding Application Request FFY 2017-2019  
(Guidance Application)**

**I. INTRODUCTION**

Overall Purpose of Funding Application Request

The Nutrition Education and Obesity Prevention Branch (NEOPB) of the California Department of Public Health (CDPH) is soliciting applications from all Local Health Departments to provide SNAP-Ed allowable nutrition education and obesity prevention activities and interventions for low-income Californians. The negative health effects of obesity and resulting chronic diseases, such as heart disease, high blood pressure, diabetes, arthritis, and some forms of cancer are well-documented. Obesity rates continue to grow and remain high among children, adolescents, and adults. The focus of SNAP-Ed is health promotion to help the SNAP-Ed target audience establish healthy eating habits and a physically active lifestyle and for primary prevention of diseases to help the target audience who have risk factors for nutrition related chronic diseases, such as obesity, prevent and postpone the onset of disease by establishing healthier eating habits and being more physically active. SNAP-Ed in NEOPB offers a comprehensive public health approach that enables partners to work together to prevent obesity and serve California's low income families. The targets of the interventions are CalFresh eligible Californians with annual household incomes below 185 percent of the federal poverty level (FPL). LHDs are expected to target low-income (i.e. > 50% of persons have household incomes of < 185% of the Federal Poverty Guidelines) and racial/ethnic populations that suffer disproportionately from obesity and chronic diseases related to diet and physical activity.

California Department of Social Services (CDSS) implements SNAP-Ed services and contracts with four additional state-level agencies to deliver SNAP-Ed programming throughout the state: 1) [California Department of Public Health](#) (CDPH); 2) [California Department of Aging](#) (CDA); 3) [University of California](#) (UC CalFresh); and 4) [Catholic Charities of California](#) (CCC). Collectively, these agencies, along with CDSS, are referred as the State Implementing Agencies (SIAs). In turn, SIAs allocate and distribute funds through grants and contracts with Local Implementing Agencies (LIAs).

This application process begins the process by which CDPH will prepare a three year State Plan for SNAP-Ed in collaboration with California Department of Social Services (CDSS) and other state implementing agencies. The CDPH authority for these ~~contracts~~ **grant agreements** is vested in the Federal-Healthy Hunger-Free Kids Act of 2010 (Public Law 111-296), Section 241, enacted on December 10, 2010, which established the Nutrition Education and Obesity Prevention Grant Program for eligible low-income individuals. The services in these ~~contracts~~ **grant agreements** are classified as ~~Subvention/Local Assistance~~ **direct services** based on the funding authority and have been identified as 100% local assistance funding in our agency's budget and meets the conditions of State Contracting Manual 3.17. The ~~contractor~~ **Grantee** will provide nutrition education and conduct nutrition activities to SNAP-Ed eligible families. The SNAP-Ed programmatic focus is outlined in United States Department of Agriculture (USDA) SNAP-Ed Guidance. The SNAP-Ed program is 100

percent federally-funded through the USDA.

## **II. GENERAL INFORMATION**

### **A. Funding Application Purpose and Objective**

NEOPB is conducting a funding application request to fund all local health departments or the health departments designated non-profit (classified as 501(c) (3) tax exempt under the Internal Revenue Code) for a three-year ~~contract~~ **grant** period from October 1, 2016 to September 30, 2019. . The NEOPB prefers funding the Local Health Department directly as health departments are responsible for promoting and protecting the health of all California's diverse communities and for the leadership in the practice of public health and policy development. CDPH's LHD model has recently been endorsed by the United States Department of Agriculture, Western Regional Office (USDA/WRO). Approximately \$58M in FFY 2017 and \$53 M in FFY 2018 and FFY 2019 is available for funding local health departments, pending annual approval from the USDA WRO.

The overall objective is to award funding for work with CalFresh participants and Californians who are eligible for CalFresh, to provide evidenced based nutrition education interventions and activities related to improving the nutrition related environment. The target of the interventions are CalFresh eligible Californians with annual household incomes below 185 percent of the federal poverty level (FPL). LHDs are expected to target low-income (i.e. > 50% of persons have household incomes of < 185% of the Federal Poverty Guidelines) and racial/ethnic populations that suffer disproportionately from obesity and chronic diseases related to diet and physical activity. LHDs in counties with ethnic minorities that meet SNAP-Ed qualifications should target interventions for that population in a culturally competent manner. In addition, USDA SNAP-Ed has strongly encouraged focusing on women and children in low-income households, to increase the greatest potential impact. Other audience segments may be the focus of interventions and activities based on needs assessment. The priorities of this funding are to increase access and consumption of healthy foods and beverages, decrease access and consumption of less healthy foods and beverages, and increase physical activity. All interventions and activities funded through this application must conform to the guidelines set forth in the USDA Supplemental Nutrition Assistance Program Plan Guidance requirements located here: <http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>.

Besides individual and group nutrition education, allowable uses of the funding include comprehensive, multi-level interventions at multiple complementary organizational and institutional levels and community and public health approaches to improve nutrition. All messaging must be consistent with the Dietary Guidelines for Americans (DGA)/MyPlate and cannot include any disparaging language about specific foods, brands or commodities.

### **B. Funding Amount and ~~Scope of Work~~ Timeframe**

Approximately \$53,356,213 to \$58,685,151 is available each year to fund all Local Health Departments or their designee. Projected funding amounts can be viewed in Attachment 28. Final funding allocation per local health department or designee will be

provided after all letters of intent are submitted. The ~~contract~~ **grant** period begins on October 1, 2016. Funding for the projects is contingent on the continued availability of funds through the USDA Supplemental Nutrition Assistance Program annual State Plan, and subject to USDA Supplemental Nutrition Assistance Program Plan Guidance requirements.

Successful applicants awarded a ~~contract~~ **grant agreement** as a result of this Guidance application will be eligible for a three-year ~~contract~~ **grant agreement**, beginning on October 1, 2016 and ending September 30, 2019.

Applicants shall submit a three-year Integrated Work Plan (IWP) for federal fiscal year (FFY) 2017 (October 1, 2016-September 30, 2017), FFY 2018 (October 1, 2017-September 30, 2018), and FFY 2019 (October 1, 2018-September 30, 2019). Applicants shall submit ~~three separate budget worksheets~~ (one budget worksheet for ~~each~~ FFY 2017, 2018 and 2019).

### **C. Reporting Income Targeting Data**

All NEOPB-funded programs must provide income targeting data for the populations that are served with USDA SNAP-Ed funding. The income targeting data source will verify that your target audience meets the USDA SNAP-Ed funding guidelines, which is 185 percent Federal Poverty Level (FPL). The NEOPB Geographic Information System mapping tool will assist you in identifying qualifying census tract data. Submit this information on the SNAP-Ed FFY 2017 ~~Targeting Summary~~ **Site List** (Form 4).

### **D. Who May Apply**

Applicants must be California Local Health Departments or their designated California-based, non-profit, community-based organizations that meet all of the following criteria:

- Operate within the communities they intend to serve.
- Provide proof of non-profit status as part of the response to the Funding Application Request (for example, a copy of your signed 501(c) (3) IRS form).
- Address nutrition education and obesity prevention strategies through policy, systems, and environmental strategies, when and where applicable; including promoting access to healthy food.
- Demonstrate experience or capacity to provide SNAP-Ed services to well-identified California eligible individuals and families.
- Collaborate and coordinate with partners representing the diverse assets and needs of community, including addressing and promoting the following efforts: food security, anti-hunger, economic development, health disparities, and local food systems.
- Possess the capacity to adhere to the contractual, fiscal, and program reporting requirements of CDPH and USDA.

### **E. Informational Teleconference Call**

An Informational Teleconference call will be conducted on October 21, 2015 from 9:30

am - 11:30 am. The phone number will be provided in early October and will be posted on the NEOPB website. The purpose of the teleconference is to review the information in this Funding Application Request (FAR) and answer any questions applicants might have regarding the application process. The Guidance will serve as the final answer to questions should there be a discrepancy in responses between the Guidance and the teleconference call. CDPH will update the Guidance if necessary and indicate any such changes or updates. Refer to section II.H. Information, Addenda or Changes for more information.

#### **F. Mandatory, Non-Binding Letter of Intent**

A mandatory, non-binding Letter of Intent must be received no later than 4 p.m. on October 30, 2015. See section III. APPLICATION INSTRUCTIONS for more information.

#### **G. Submission of Application**

CDPH reserves the right to reject any or all applications and/or cancel this funding application request. Acceptance of an application is subject to negotiations of a ~~contract~~ **agreement** between CDPH and the applicant organization.

All materials submitted in response to this Guidance will become the property of CDPH at the time the application is received.

All applicants agree that in submitting an application they authorize CDPH to verify any or all claimed information.

All applications must be complete when submitted. CDPH reserves the right to contact applicants during any application evaluation phase to clarify the content of the application and negotiate changes.

#### **Submission of an application will be considered as a representation that:**

- The lead organization and any subcontractor(s) have carefully investigated all conditions which affect, now and in the future, the performance of the work covered by the application;
- the lead organization and any subcontractor(s) are fully informed concerning the conditions to be encountered, quantity and quality of work to be performed; and
- the lead organization and any subcontractor(s) are familiar with all federal and state laws that affect the work to be conducted and the persons employed in the work.

#### **H. Information, Addenda or Changes**

If any clarifications or modifications to this Guidance are necessary, all questions and answers, addenda or changes will be posted on the NEOPB web site at <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx> It is the responsibility of applicants to check the website frequently to keep updated regarding clarifications or changes to the Guidance.

## **I. Contract Grant Agreement Award Process**

Successful applicants will be notified by September 30, 2016. NEOPB reserves the right to fund any or none of the applications submitted.

Awards will be made to local health departments or their designee whose applications are determined to be technically complete, whose professional qualifications and experience meet the terms of the Guidance. The selection process may include a request for additional information to support the application. In addition, telephone interviews and/or site visits may take place between the selection process, ~~contract~~ **grant agreement** negotiations, and ~~contract~~ **grant agreement** award dates.

## **III. APPLICATION INSTRUCTIONS**

### **A. Mandatory, Non-binding Letter of Intent**

Prospective applicants who intend to submit an application are required to indicate their intention to submit an application. Failure to submit the mandatory, non-binding Letter of Intent will result in application rejection. The mandatory Letter of Intent is non-binding and prospective applicants are not required to submit an application merely because a Letter of Intent is submitted. Use the Letter of Intent form found in section V. FORMS AND ATTACHMENTS.

#### **Submitting a Mandatory, Non-Binding Letter of Intent**

The mandatory, non-binding Letter of Intent must be received by 4 p.m. on October 30, 2015.

Submit the Letter of Intent via email to the attention of Melissa Relles at the address listed below.

#### **Letter of Intent**

SNAP-Ed Application FFY 17-19

Attention: Melissa Relles

California Department of Public Health

Nutrition Education and Obesity Prevention Branch

Email: [NEOPBfiscalrequest@cdph.ca.gov](mailto:NEOPBfiscalrequest@cdph.ca.gov)

### **B. Application Content**

The Guidance and packet are available on the NEOPB website at <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx>  
In reviewing the application, please read instructions carefully.

Any application that does not comply with these requirements will be considered non-responsive and will not be reviewed. A checklist (Form 1) is provided to assist with submitting a complete application in a coordinated order.

## C. Description of Each Section of the Application

### 1. ~~Scope of Work~~

~~For FFY 2017-2019, the LHD's contract Scope of Work (SOW) will be developed from the Integrated Work Plan (IWP) that represents the collective and integrated plan of all LIAs in the county in which the LHD resides. NEOPB staff will extract the LHD's objectives and activities from the IWP and enter it into a contract SOW template for the LHD.~~

### 1. Portfolios

LHDs will be using NEOPB developed Portfolios to guide the development of LHD specific activities. The number of Portfolios required is dependent upon projected base funding amounts for FFY 2018 since declining funds are anticipated to stabilize at that time and assuming the Healthy Hunger Free Kids Act of 2010 remains intact. In addition, the depth, complexity, number of activities and interventions that LHDs propose from the Portfolios, as well as the number of sectors the LHD works in should be appropriate for each LHD's funding level. The following table details the requirements:

<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

Refer to Attachments 21-27 for additional information on the Portfolios.

### 2. ~~Targeting Summary~~Site List

All NEOPB-funded programs must provide income targeting data for the populations that are served with USDA SNAP-Ed funding. The income targeting data source will verify that your proposed SNAP-Ed services are being conducted in USDA approved settings and communities and the primary audience members have annual household incomes below 185 percent of the Federal Poverty Level (FPL). NEOPB requires that a completed SNAP-Ed FFY 2017 ~~Targeting Summary~~Site List be submitted as part of the FFY 2017 – 2019 funding application submission to indicate the different sites/locations where your agency plans to conduct nutrition education activities as part of your NEOPB contract grant agreement.

The SNAP-Ed FFY 2017 ~~Targeting Summary~~Site List is a snapshot of the sites in which the SNAP-Ed activities are occurring and also provides comprehensive

information about each NEOPB-funded program for the annual State Plan, facilitates collaboration among ~~contractors~~ **grantees** and other partners, and is used to respond to inquiries and questions asked by other State agencies and partners.

The SNAP-Ed FFY 2017 ~~Targeting Summary~~ **Site List** provides a place for the applicant to enter information to verify sites have been qualified by an approved targeting methodology. USDA/WRO has verified the following traditional targeting methodologies:

- **Census Tract/Census Block Group Data:** Census tract areas or Census Block Groups and other defined areas where at least 50 percent of persons have gross incomes that are equal to or less than 185 percent of the poverty threshold (FPL).
  - Applicants are required to use the American Communities Survey (ACS) 2008 – 2012 or the 2009 – 2013 data as the targeting data source to qualify census tracts at 185 percent or less of the FPL. Intervention sites may qualify by census tract, census blocks, if the intervention site does not qualify by census tract, use the census block data.
  - If the SNAP Nutrition Education is targeting a specific race/ethnicity then specific subgroup or race/ethnicity may be used to qualify the site. The ACS 2006 – 2010 Census Tract data may be used for those instances. To use this data the site must have at least 50 percent of the audience fall within the selected race/ethnicity category, and this subgroup category must be checked off in the Target Audience Ethnicity section of the Integrated Work Plan.
  - The California Geographic Information System (GIS) Map Viewer may be used to identify a census tract for an intervention site, which is available online at [www.cnngis.org](http://www.cnngis.org), with information regarding the ACS data sets available as Attachments 4 – 10.
- **Free and Reduced Price Meal (FRPM) Percentage Data:** Schools where at least 50 percent of children in schools receive free and reduced priced meals. All school sites qualified by FRPM or Child and Adult Care Food Program (CACFP) data must be entered on the FRPM Percentage Data Sheet. Schools must have a total Free and Reduced percentage of 50 percent.
  - If you cannot qualify a school site using the FRPM database and you believe that more current FRPM data from the school site would qualify the school, you may contact the Food Service Director of the site to obtain the most current FRPM data. If the more recent food service data qualifies the school site, that information will be what you indicate on the SNAP-Ed FFY 2017 ~~Targeting Summary~~ **Site List**. The backup documentation from the food service director (email, letter) verifying the more recent data must be kept on file by the applicant and available upon request.
  - If you cannot qualify a school by FRPM or CACFP data, the next option is to qualify the school location by census tract—using the Census Tract Data methodology as noted above.

- To provide a consistent reference point for USDA, NEOPB has provided the most current FRPM Data from the California Department of Education (CDE) in a modified, user-friendly format (Attachment 3). Use this data as your source for the FRPM data.
- **Means-Tested Settings:** Means-Tested settings are qualified on the population they serve and not on their physical location. They offer a high likelihood of reaching individuals eligible for SNAP-Ed. No additional income targeting data are needed for these delivery sites unless otherwise noted.

If a site cannot be qualified by the traditional targeting methodologies referenced above, alternative methods may be considered. Alternative methods will require approval from Western Regional Office/Food Nutrition Services (WRO/FNS) before SNAP-Ed interventions can occur at these sites. If using an alternative method to qualify a site, additional supporting documentation is required to support the methodology and to show that the proposed methodology will yield superior results to the traditional methodology in terms of serving the low-income population. All documentation must be kept on file by the applicant and made available upon request. A list of current USDA/WRO Targeting Methodologies are included as part of this application package for your reference in Attachment 12: USDA WRO Targeting Methodologies Summary.

Per USDA guidance, Local Implementing Agencies (LIAs) (e.g., CDPH, CDA, UC CalFresh, CCC, and CDSS) may not deliver the same intervention strategy type at the same site when delivering SNAP-Ed programming services. In instances where multiple agencies are looking to work within the same site, applicants must coordinate sites with the SNAP-Ed funded agencies to determine the type of intervention strategy and service that will be provided to avoid duplication.

USDA has communicated that SNAP-Ed funded agencies may work at the same site to implement a different strategy in the same location. With regards to the direct education intervention strategy, SNAP-Ed agencies are required to track and report unduplicated participants and contacts in the Education and Administrative Reporting System (EARS) form. USDA does not allow two different agencies to provide direct education to the same audience (e.g., children) at the same physical site in the same federal fiscal year. CDPH/NEOPB strongly encourages LHDs to work collaboratively with LIA partners and develop LHD activities that represent intervention strategies that go beyond reach and complement strategies that will achieve greater outcomes and impact than a single strategy alone.

Complete instructions for the SNAP-Ed FFY 2017 ~~Targeting Summary~~ **Site List** will be provided along with the final SNAP-Ed FFY 2017 ~~Targeting Summary~~ **Site List** at a later date.

### 3. Budget

A budget workbook which provides the basis for the costs in your budget must be submitted for each FFY **17** of the three-year contract with NEOPB.

Detailed instructions for completing the budget workbook are provided on the instructions tab within the template to help guide you in completing the budget.

~~Contractors~~ **Grantees** must adhere to USDA and NEOPB deadlines in order to meet required timely submission of the NEOPB annual plan to USDA. Failure to comply with the timeline will cause lengthy delays in the contracting process or loss of the opportunity to receive a contract with NEOPB.

In addition, ~~contractors~~ **Grantees** will be required to adhere to the NEOPB Administrative and Fiscal Guidelines Manual and any updates throughout the year.

#### **4. Subcontracting**

Sub-contracting is an expectation not a requirement. It is at the discretion of the LHD to determine if subcontracting is necessary to accomplish their IWP/SOW activities and to include it in their budget if needed. Sub-contractors are chosen based on their ability to complete the SOW objectives working with school based organizations (SBOs), community based organizations (CBOs), and local cities with a high proportion of low-income Californians.

#### **5. Staffing Requirements**

The size and expertise of the LHD staff will depend in large part on the funding level. Language specific and cultural competencies are needed for reaching California's diverse population, along with skills in marketing, health promotion, community engagement, business, and retail. However, CDPH/NEOPB requires the minimum staffing for all LHDs receiving funds.

- One full-time Project Director. The Project Director must have a Masters in Public Health (MPH), an equivalent degree or 3 years' experience as a Public Health Project Director.
- Nutrition expertise (Registered Dietitian, R.D.) must be part of the staffing of this grant or the LHD should have access to a R.D., should the Project Director not have this expertise. A minimum of one 0.5 full time equivalent (FTE) is strongly recommended.
- Evaluation expertise must be accessible to this agreement for ensuring ongoing and as needed competence for evaluating program effectiveness.
- Adequate fiscal and administrative support.

#### **6. Contractor Grantee Information**

Applicants are to ensure that the information provided is up to date on the ~~Contractor~~ **Grantee** Information Form (~~CIF~~**GIF**) (Form 2). An updated ~~CIF~~**GIF** is to be provided to the assigned Contract Manager if any changes occur throughout the ~~contract~~ **grant** term.

#### **7. Letter of Agreement or Memorandum of Understanding (when applicable)**

If SNAP-Ed activities are provided in conjunction with other federally funded nutrition education programs, then a letter of agreement is required to delineate the responsibilities of each program in order to demonstrate collaboration and prevent supplantation. In addition, all SNAP-Ed activities that address the topic of breastfeeding must be planned and implemented in collaboration with the State Women, Infant, and Children (WIC) agency and State Breastfeeding Coordinator. The WIC Program should have the lead and primary role in all breastfeeding activities with SNAP-Ed supplementing existing WIC activities. A written agreement such as an Inter-agency

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Agreement or Memorandum of Understanding stating the degree of collaboration and the specific responsibilities of WIC (i.e., staff, duties, and time) and SNAP-Ed shall be signed by all collaborating agencies and maintained for inspection. SNAP-Ed can advance breastfeeding in its programming through such activities as working on lactation policies and promotion at low-wage work sites, child care facilities, or other community venues.

#### IV. OTHER APPLICANT INFORMATION

##### A. Project Reporting

Funded projects will be required to submit a Semi-Annual Progress Report first (due April 15) and an Annual Progress Report at the end of each ~~contract~~ **grant** period (due October 15) and each subsequent ~~contract~~ **grant** year. Detailed description of reporting of evaluation requirements are listed below:

- [Education and Administrative Reporting System \(EARS\)](#) – EARS is a reporting form designed to provide uniform data and information about the activities of all States participating in SNAP-Ed activities. In California, NEOPB utilizes a web-based database, called the Activity Tracking Form (ATF) to gather process level data pertaining to direct education, in-direct education, and social marketing efforts from local health department, partners, and contractors to complete the EARS form. ATF serves two functions: 1) allows organization and Project Officers to track and compile events by type of activity and reach; and 2) allows NEOPB to compile the required annual reports to the USDA and the State. CDPH maintains EARS for all local implementing agencies.
- [Impact/Outcome Evaluations \(IOEs\)](#) – NEOPB requires local health departments and/or designees that that receive over \$350,000 (**based on the second year funding level**) to conduct approved impact/outcome evaluation. Technical assistance is available throughout the year to ensure the guidelines are applied to produce valid evaluation results as well as to fit unique situations. LHDs are expected to measure change in fruit and vegetable consumption and factors that influence it or beverage consumption and factors that influence it using a pre-test/post-test survey design.
- [Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention \(CX<sup>3</sup>\)](#) – CX<sup>3</sup> serves as a program planning and community engagement tool. CX<sup>3</sup> examines communities in relation to a variety of obesity prevention benchmarks referred to as community indicators and assets. The local data compiled in evaluating the indicators and assets makes CX<sup>3</sup> a powerful tool for community change.
- Policy, System, and Environmental (PSE) Evaluation – All PSE projects must be reported using the RE-AIM evaluation framework ([Reach, Effectiveness, Adoption, Implementation, and Maintenance](#)) to assess the following:
  - **Reach:** Number of SNAP-Ed eligible participants that benefitted from the change(s) during the period assessed;
  - **Effectiveness:** Number of settings with improved food or physical activity environment assessment scores using a reliable and consistent environmental assessment tool;

- **Adoption:** Aggregate number of SNAP-Ed settings where at least one organizational or environmental change is made in writing or practice to improve or strengthen access or appeal for healthy eating or physical activity during the period assessed;
- **Implementation:** Aggregate number of SNAP-Ed settings that report a multi-component initiative with one or more organizational or environmental changes adopted AND at least one of the following: 1) evidence-based education, 2) marketing, 3) parent and/or community involvement, 4) staff training on continuous program and policy implementation; and
- **Maintenance:** Average percentage increase, or number of institutional or community resources invested in nutrition and physical activity supports or standards at SNAP-Ed settings in terms of staff, cash, or in-kind supports.

## V. FORMS AND ATTACHMENTS

### Forms and Instructions

Letter of Intent

Form 1: SNAP-Ed FFY 2017-19 Application Checklist

Form 2: ~~Contractor~~ **Grantee** Information Form (~~CIF~~**GIF**)

FFY 17-19 SNAP-Ed Integrated Work Plan Instructions —coming soon

Form 3: FFY 17-19 SNAP-Ed Integrated Work Plan —coming soon

~~SNAP-Ed FFY 2017 Targeting Summary Site List Instructions —coming soon~~

Form 4: SNAP-Ed FFY 2017 **Site List** Targeting Summary Site List —coming soon

Form 5: FFY 2017 Budget —coming soon

Form 6: FFY 2018 Budget —coming soon

Form 7: FFY 2019 Budget —coming soon

Letter of Agreement (If applicable)

Request for Non-NEOPB Sponsored Travel Form (if applicable)

### Attachments

Attachment 1: NEOPB Approved Curriculum List

Attachment 2: NEOPB Approved Resources List

Attachment 3: FRPM Data

Attachment 4: ACS 2006-2010 Census Tracts, Ethnicities

Attachment 5: ACS 2008-2012 Census Block Groups, All Races

Attachment 6: ACS 2008-2012 Census Tracts, All Races

Attachment 7: ACS 2008-2012 Census Tracts, Ethnicities

Attachment 8: ACS 2009-2013 Census Block Groups, All Races

Attachment 9: ACS 2009-2013 Census Tracts, All Races

Attachment 10: ACS 2009-2013 Census Tracts, Ethnicities

[Attachment 10a: ACS 2010-2014 Census Tracts, All Races \(New 01 27 16\)](#)

[Attachment 10b: ACS 2010-2014 Census Tracts, Ethnicities \(New 02 03 16\)](#)

[Attachment 10c: ACS 2010-2014 Census Block Groups, All Races](#)

[\(New 02 03 16\)](#)

Attachment 11: Federally Qualified Health Centers

Attachment 12: USDA WRO Targeting Methodologies Summary

- Attachment 13: SNAP-Ed Strategies & Interventions: An Obesity Prevention Toolkit for States
- Attachment 14: Social Ecological Model
- Attachment 15: Institute of Medicine Report: Accelerating Progress in Obesity Prevention
- Attachment 16: CDC's Recommended Community Strategies and Measurements to Prevent Obesity in the United States
- Attachment 17: Theory at a Glance: A Guide for Health Promotion Practice
- Attachment 18: USDA SNAP-Ed Guidance
- Attachment 19: Travel Worksheet – coming soon
- Attachment 20: NEOPB Fiscal and Administrative Guidelines Manual
- Attachment 21: Portfolio Guidance
- Attachment 22: Portfolio Settings
- Attachment 23: Portfolio (Live, Ages 18+)
- Attachment 24: Portfolio (Learn, Ages 0-5)
- Attachment 25: Portfolio (Learn, Ages 6-17)
- Attachment 26: Portfolio (Shop, Ages 18+)
- Attachment 27: Portfolio (Work, Ages 18+)
- Attachment 28: NEOPB SNAP-Ed FFY 2017-2019 Funding Projections