

***Nutrition Education and Obesity Prevention Branch
All SNAP-Ed Local Health Department Call/Webinar – Meeting Notes
Thursday, November 12, 2015 | 2:00pm – 3:30pm***

Project Directors’ Meeting De-brief, *Caroline Kurtz and Kristi Maryman*

- PowerPoint presentations are available on the PDM [Website](#)
- Post-PDM Evaluation survey was emailed to attendees following the meeting; responses due Friday, November 20, 2015.
- LHD Champion Awards
 - Awardees are recognized in the [11/18/15 NEOPB LHD e-newsletter edition](#)

SNAP-Ed NEOPB FFY 17-19 Guidance/Funding Application

Nutrition Education and Obesity Prevention Portfolios, *Caroline Kurtz and Jessie Gouck*

- NEOPB is moving into new three-year SNAP-Ed agreements (FFY 17-19) with the local health departments (LHDs).
- NEOPB staff is committed to transferring a significant amount of three-year integrated work plan (IWP) to the scope of work activities within the three-year subvention agreements.
- The nutrition education and obesity prevention portfolios along with the instructions for the three-year agreements are available [here](#).
- An information call on the FFY17-19 Guidance/Agreements was given on October 21, 2015:
 - [PowerPoint Presentation](#)
 - [Recording](#)
- Administrative Timeline:

October 2, 2015	Guidance Released
October 21, 2015	Informational Teleconference
October 30, 2015	Letter of Intent Due
March 11, 2016	Application Due
September 30, 2016	Funding Approval Notification
October 1, 2016	Contract Begins

- NEOPB is requesting LHDs on to focus their SNAP-Ed efforts within their county taking into account the idea of “intervention layering and dose.” Learn more - [Portfolio Guidance](#)
- NEOPB has created series of 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)

1. [LIVE](#)
 2. [LEARN A](#)
 3. [LEARN B](#)
 4. [SHOP](#)
 5. [WORK](#)
- The Portfolios are focused on policy, systems, and environmental (PSE) change strategies, follow the social-ecological model (individual, environmental, and sectoral levels of influence), and align with the intent of the Healthy Hunger-Free Act of 2010 (HHFKA 2010).
 - The concept of the Portfolios is to provide multiple complementary interventions that target the same population and target the same behavior – concept known as “dose.”
 - The Portfolios serve as a tool for the LHDs and help to:
 - a. Inform conversations at the local level with LIA partners
 - b. Strategize, prioritize, and focus obesity prevention work
 - c. Layer interventions and increase impact across our communities
 - d. Support statewide evaluation efforts
 - Working with the Portfolios as to Tool to Support a Multi-Year Plan
 - PROGRESSION - LHD are requested to work within all levels – this can be worked on and implemented over the three years to demonstrate progression
 - Not all portfolio activities will be in a single identified three-year local SNAP-Ed objective within the IWP
 - There can be multiple activities of multiple portfolios working to support a single identified three-year local SNAP-Ed objective within the IWP
 - The extent and manner in which portfolio items are reflected in the IWPs will vary by county/jurisdictions, the mix of LIAs present, the capacity and expertise each brings to the IWP, as well as the identified community need.
 - Portfolios are not intended to be a(n):
 - LHD deliverable
 - Direct translation to the IWP
 - Structure for the IWP

- Minimum number of portfolios are defined by your funding level for FFY 2018

Table 1. LHD Funding Tier Requirements				
<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 4</u>	<u>Tier 5</u>
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

- Resources:
 - [IWP Webinar Recording](#) (11/16/15)
 - [IWP Q& A Session Webinar Recording](#) (12/9/15)

LHD Questions:

1. LHD Question: When is the due date for the IWP?
 - a. NEOPB: The FFY 17-19 IWP is due COB Friday, March 11, 2016 through the CDSS SNAP-Ed SharePoint system.
2. LHD Question: How specific will the FFY 17-19 scope of work agreements with the CDPH will be? If the local implementing agencies need to make revisions to the three-year IWP, will the LHD agreements need a contract amendment to change the SOW which will be based off of the IWP?
 - a. NEOPB: The process will be concurrent. NEOPB Project Officers will work with their respective LHDs to develop a scope of work that aligns with the LHD activities within the IWP. Any significant changes to the LHD portion of the IWP could affect the scope of work agreement and require an amendment. NEOPB staff will continue to provide technical assistance on this topic and support the LHDs in the event this situation takes place.

SNAP-Ed Program Advisory (SPA) Team Nominations. *Caroline Kurtz*

- The vision for the Supplemental Nutrition Assistance Program - Education (SNAP-Ed) Program Advisory (SPA) Team of the Nutrition Education and Obesity Prevention Branch (NEOPB) is a state and local health department collaboration that meets to most effectively inform planning and implementation of SNAP-Ed

projects, and to strengthen the partnership between the NEOPB and the Local Health Departments (LHDs).

- NEOPB is accepting nominations for LHD SPA members through Tuesday, November 24, 2015. To complete a nomination, visit <https://www.surveymonkey.com/r/R9QGKMX>.
- LHD SPA Members serve the term of October 1 – September 30.
- Self-nominations are accepted with the support of one additional SNAP-Ed director in his/her service area. Taking nominations for FFY 2016 SPA Team
- Members will represent the eight service areas, including small and rural counties:
 1. North Coast and Cascades (Butte, Colusa, Glenn, Humboldt, Lake, Mendocino, Shasta, Siskiyou, Tehama, Trinity)
 2. San Francisco Bay Area (Alameda, Berkeley, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma)
 3. Delta and Gold Country (El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Sutter, Yolo, Yuba)
 4. Central Coast (Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz)
 5. Central Valley (Fresno, Kern, Kings, Madera, Merced, Tulare)
 6. Greater Los Angeles (Long Beach, Los Angeles, Pasadena, Orange, Ventura)
 7. Inland Desert (Imperial, San Bernardino, Riverside)
 8. Very Small and Rural (Alpine, Amador, Calaveras, Del Norte, Inyo, Lassen, Modoc, Mono, Plumas, Tuolumne)
- Snapshot of LHD SPA Member Roles and Responsibilities:
 - Provide strategic advice on programmatic issues impacting the delivery of SNAP-Ed programs.
 - Participate in the scheduled monthly teleconferences.
 - Serve as a liaisons and conduits for information-sharing between NEOPB and LHDs.
 - Facilitate regular communication opportunities with LHD counterparts within their designated service area.
- **UPDATE!** The FFY 2016 SPA members were announced on during December's All LHD Call. For a list of SPA members, please visit the [1/6/16 edition of the LHD e-newsletter](#).

LHD Questions:

3. LHD Question: Can there be more than one SPA representative per service area?
 - a. NEOPB: Yes, additional LHD and CDPH-NEOPB SPA members may be added as deemed necessary and appropriate. The Los Angeles service area

is an example of when this may happen. NEOPB will address this on a case-by-case basis.

Policy, Systems and Environmental Change Resource Guide: Strategies for Increased Access to Healthy Foods, Beverages & Physical Activity, *Carma Okerberg*

- Available [here](#)
 - This guide identifies resources and strategies to advance obesity prevention through policy, systems and environmental (PSE) change efforts that local implementing agencies may use as a part of their work through the SNAP-Ed.
 - With the passage of the federal Healthy, Hunger-Free Kids Act (HHFKA) in 2010, local implementing agencies are now required to use evidence-based PSE strategies within their multi-level SNAP-Ed community nutrition programming.
 - The PSE Resource Guide provides samples of regional and national evidence-based, practice-based, and emerging tools and resources to achieve policy, systems and environmental change to advance obesity prevention efforts in a variety of settings

LHD Question:

4. LHD Question: Within the guide, how will we know what is not SNAP-Ed allowable in the PSE Resource Guide?
 - a. NEOPB: Please refer to the [USDA SNAP-Ed Guidance](#). As always, please work with your respective NEOPB Project Officer for additional technical assistance.

Funding Opportunity: Smarter Lunchrooms Movement, *Kathy Streng*

- California Department of Education Nutrition Services Division invites eligible California school food authorities to apply for the Team Nutrition Smarter Lunchrooms Movement of California grant.
 - Online application closes on Thursday, December 10, 2015, at 5pm.
 - **UPDATE!** Extension to December 23, 2015
 - Pre-application TA Webinar to answer questions about the grant application process on Wednesday, November 18, 2015, 9am – 10am.
 - [Learn More](#)

Additional LHD Questions

5. LHD Question: This is regarding PSE evaluation plans for FFY 2016. Do we need to submit PSE Plans for approval by NEOPB? If so, what is the turnaround time for NEOPB completing the review?
 - a. NEOPB: PSE evaluation plans are recommended, but not required. Estimated timeline for review and comments is 1-2 weeks.
6. LHD Question: Are PSE Plans still evaluated through the RE-AIM Framework?
 - a. NEOPB: Yes, the RE-AIM (reach, effectiveness, adoption, implementation, and maintenance) framework is used to guide assessment and monitoring of PSE changes across California and to encourage reflection and improvement of these approaches by LHDs.
7. LHD Question: Can you provide an update on the LHD funding?
 - a. NEOPB: To help inform SNAP-Ed program planning, the LHDs have received funding projections through FFY 2019 – available [here](#). NEOPB will have information on the amount available for LHDs through the FFY 2015 carry-in funds once all final invoices are submitted. More to come. As needed, please work with your respective Contract Manager and Project Officer to address any additional question.
8. LHD Question: Can LHD subcontractors purchase their own equipment?
 - a. NEOPB: **UPDATE!** Yes on a case-by-case basis. NEOPB will work with the LHDs on a case-by-case basis to address this request. . Please work with your assigned Contract Manager as NEOPB will need additional information to inform the decision-making process. Remember, some equipment (i.e. computers) needs to be prorated by subcontractor FTE.
9. LHD Question: Please confirm – LHDs are required to go out for bid (RFP) on subcontractors for FFY 17-19; correct?
 - a. NEOPB: Subcontracts are to be competitively bid. Some agencies are exempt from the competitive bid process and this process may vary from county to county. 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. LHDs may consider sharing previous solicitation examples with each other to facilitate peer-to-peer learning opportunities.
 - i. Resource: [The Nuts and Bolts of Subs and Solicitations Webinar Recording](#)