



2008 LFNE RFA Questions

Updated May 15, 2008

1. Q: (In reference to)Obj. 3: Participate in the *Network's* partnership development efforts via the Local Food and Nutrition Education Action Committee statewide advisory committee...What is the estimated time commitment and does it include travel to areas outside Los Angeles?

A: The Local Food and Nutrition Education Action Committee meetings are held three times per year in Los Angeles, Sacramento, and the Bay Area. It does require traveling outside of the L.A. area for two of the meetings. The meetings are approximately 8 hours in duration.
2. How can we measure behavioral change if selected evaluation instruments (i.e., surveys) have to be approved at the end of the first year of the grant before they can even be implemented? Such measurement is predicated on being able to collect baseline data at the beginning of the project.

A: As described in the RFA, a finalized evaluation plan is required at the end of Year One and evaluation instruments must be approved prior to their use. Funded projects have a maximum one year period to finalize evaluation plans and they are expected to collect evaluation data in the second and third years. However, projects may want to begin data collection during the first year which is certainly possible. Please describe the project's proposed evaluation as outlined in the RFA proposal and during contract negotiations this can be approved or modified.
3. What level of evaluation experience or capacity is required for the grant? What level of statistical analysis is expected for grant reports?

A: No previous evaluation experience is required of applicants; however, applicants' past experience, capacity and/or willingness to collect and analyze data is taken into consideration during the application review process (see page #11 of the RFA). *Network* evaluation consultants are available to assist funded projects, where necessary.

A: [What level of statistical analysis is expected for grant reports?](#) The level and type of analysis depends on the method selected. For example, in the area of statistical analysis, some projects have conducted their own analysis while others entered the data into excel worksheets for the *Network* evaluation consultants to analyze for them. We have an evaluation consultant team available to assist projects, where necessary.
4. How much of a project budget can be allocated to evaluation?



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A: The greatest percent of funds should be allocated to direct service activities. Approximately 10% of the budget is typically targeted for evaluation.

5. Can applicants access the (*Nutrition*) *Network's* compendium of surveys prior to submitting a proposal?

A: The link to the *Network's* compendium of surveys is <http://www.cdph.ca.gov/programs/CPNS/Documents/Research/CPNS-REU-Compendium-2007-2008.pdf> This document link will also be added to the RFA webpage under the section *Resources to Assist the Application Process*.

6. I did not see any indication on the RFA that a match is required. Is this correct?

A: Yes, that is correct, there are no match requirements.

7. Will a match be required at any time throughout the grant's three year cycle?

A: No match will be required during the three year funding cycle.

8. I could not access some of the attachments, it asked for a *Network* password. How can I establish a password?

A: We checked the attachments and found there was not a need for a password.

A password is needed once you are a funded project to submit reporting documents. These were given via hyperlinks as examples of reporting processes.

9. Do you (or will you) have a list of items and/or vendors we can purchase allowable, lead free nutrition education materials (and incentive items) from? If not, how do we "prove" an item we want to purchase is allowable (i.e., submit lead test results from manufacturer)?

A: Please refer to the California Department of Public Health Website, and specifically the link to *Promotional Items and Potential Health Hazards*. The memo dated January 28 on the lunch box recall, will answer your questions in more detail.

<http://www.cdph.ca.gov/HealthInfo/news/Pages/LunchBoxRecall.aspx>

10. Is there an organization in Shasta County that is currently receiving this funding? If not, has there been a funded organization in Shasta County in the past and/or has there been a past Shasta County applicant that was not awarded funding?



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A: **No**

A: There have been applicants from Shasta County from previous LFNE RFA processes; and no they were not awarded funding.

11. Can a current PH (Dept. of Public Health) *Network* LIA apply for this funding?
A: **No. Public Health Departments are governmental agencies, and do not meet the non-profit status criteria for this RFA.**
12. Can a qualifying organization subcontract with a PH (Dept. of Public Health) *Network* LIA and/or PH WIC program to complete SOW activities?
A: **Yes, a qualifying organization can subcontract with a Dept. of Public Health *Network* LIA. The funding provided as a result of this LFNE RFA can not be used to leverage Federal Share for another *Network*-funded project. In terms of subcontracting with the Public Health WIC program, the WIC-related activities can not be paid for with USDA/*Network* funding (supplantation of federal funding). Also, the qualifying applicant must be a non-profit organization.**
13. Are examples of funded projects available for potential applicants?
A: **Yes, there is a Project Directory available on our website. The Project Directory lists all the *Network*-funded projects by each Region; and identifies which projects are LFNE.**
<http://www.cdph.ca.gov/programs/CPNS/Pages/default.aspx>
14. Must all of the SOW templates be used?
A: **No, you can choose the Scope of Work templates that best fit your project. The templates that are required for submission in this RFA process are G,H, & I. For more specific information, you can refer to the Scope of Work instructions.**
15. Will the *Regional Network* (RN) SOW include goals, objectives, and activities specific to working with LFNE funded organizations in their region? If so, can you provide examples of what support, technical assistance, etc. that RNs will be offering to locally funded organizations?
A: ***Regional Networks* are tasked to conduct activities in three major areas of State *Network* operations: maximizing impact through regional coordination, collaboration, communications support, and training to all *Network*-funded projects and other partners serving the *Network's* intended audience; empowering community action through Regional Collaboratives; and implementing the *Network's* targeted Fruit, Vegetable, and Physical Activity (FVPA) campaigns and programs on a regional level.**



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Work in these areas is designed to assist with and support the efforts of all *Network*-funded contractors statewide (including LFNE, LIA, faith-based and other contractor types).

16. If an agency has multiple offices located in different geographical regions of California, can an agency submit more than one application if the second application proposes to serve a distinctly different population in a distinctly different geography?

A: No, a 501 (c) (3), non-profit agency can only submit one application, regardless of the number of offices.

17. We have identified a rising rate of obesity within the prenatal FSNE population. Is this narrow of a focus acceptable to CPNS/CDPH for consideration for the LFNE RFA?

A: This would be an acceptable target population provided that the intervention addressed the priorities set in the RFA.

18. We work with many rural communities. Is there a minimum number of the target audience that needs to be reached to be competitive or is it based solely on the merits of the application?

A: There is not a minimum number of people/target audiences to be reached; however the reviewer will consider numbers reached, cost per person within the intervention, and the merits of the application.

19. Can our organization be a subcontractor on another grant as well as a PI on our own grant submission?

A: Yes.

20. Can our organization be a fiscal sponsor for another project as well as a PI on our own grant submission?

A: No, the fiscal sponsor is considered the lead agency and applicant, and only one application per organization is accepted.

21. What is the definition of "food stamp nutrition education eligible residents"? Is this the same as food stamp eligible?

A: For the purposes of this RFA, a "FSNE" eligible person is at or below 185% of the Federal Poverty Level. No, a food stamp eligible person is at or below 130% of the Federal Poverty Level. There are many factors that affect eligibility, one of which is income.



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22. If so, could funded activities target populations that qualify for food stamps by income level, but may NOT qualify for food stamps because of citizenship status?

A: While it is true that undocumented immigrants are not eligible for food stamps, this does not necessarily disqualifies them from FSNE. For example, some of the identified organizations that are considered proxy sites listed on the Project Summary form do not ask for citizenship status.

23. I have reviewed the most recent Allowable and Unallowable table and would like clarification on the point of paying travel expenses for youth participants who meet USDA income guidelines. Would it be an allowable expense to pay for air or ground transportation, lodging and meals for peer educators from multiple schools to attend a training hosted by our organization through the LFNE grant?

A: If the peer educators are directly tied to fulfilling the Scope of Work activities, then this cost is allowable. Also, the training must be 100% allowable per USDA Guidance. If the training is not 100% allowable per USDA Guidance, the training and transportation costs will be pro-rated based on allowable activities.

24. Are government agencies able to apply as a lead fiscal agent for a collaborative of small community non profit 501c3's?

A: No.

25. Can two or more agencies apply for a grant as a collaborative effort?

A: Yes. It is important that the applicant clearly delineate responsibilities, and one agency is presented as the prime non-profit agency.

26. Is a nonprofit organization with 501 (c) 5 status eligible to apply?

A: A 501 (c) 5 organization may apply, but must comply with the Exhibit D(F) of the contract boiler plate that pertains to Lobbying restrictions. See LFNE RFA web page, under Contract Terms and Conditions.

27. If not, can such an organization apply with a fiscal sponsor who does have 501 (c) 3 status?

A: Yes.

28. Is an organization in the process of obtaining 501 (c) 3 status eligible to apply?

A: No, you must currently have your 501 (c) 3 status.



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29. Attachment C for the application can be found within the entire pdf of the RFA (a 90+ pg document) as well as a single file listed under Attachments on the webpage:
<http://www.cdph.ca.gov/PROGRAMS/CPNS/Pages/LFNERFA.aspx>

The application deadlines in each of the documents listed on the Letter of Intent are conflicting: the deadline found in Attachment C (the single document) says that the RFA is due on June 2 at 4pm, and Attachment C found within the entire pdf of the RFA says that the RFA is due on May 20 at 4pm. Can you please confirm the RFA application due date?

A: The Application due date is June 2. An addendum will be posted soon to update the Attachment C that is included with RFA pdf document.

30. What does it mean to provide technical assistance, innovative settings such as farmers' market? What would be an example of a good response to this question?

A: Questions 30 and 31 of the submitted questions by potential applicants seem to reference the overarching primary objectives/key components to describe the LFNE projects (see page 2 of LFNE RFA, three primary objectives/key components). These are meant to provide the "big picture" in how the LFNE projects are included in the *Network for a Healthy California* program.

Please refer to the Project Directory for examples of other LFNE projects. Also, it is strongly encouraged to contact current and former LFNE projects to learn more about the *Network* and the LFNE channel.

31. What is the ideal method, the most impactful manner, which applicant can participate in *Network's* partnership development efforts?

A: Please refer to Scope of Work template "I" Administrative and Staff Development. It has information on participation at meetings that are tied to partnership development. Also, refer to page 9, Agency's Capabilities/Experience that provides a listing of items to consider in the area of partnership development and collaboration.

32. Are previously funded LFNE contractor's budgets and budget justifications public information, if so where/how do we get access to review?

A: The *Network* agrees that budget justifications are public information. However, budget justifications from previously funded LFNE contractors may not meet all the requirements of the FFY 09



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RFA. Instead, the *Network* encourages applicants to follow the budget justification instructions as provided in Attachment G.

33. In light of goal to expand nutrition activities and increase impact, selection will be made variety of geographical areas...(2 questions) a) Is it possible to get a listing of current LFNE contractors' locations? b) and if LFNE contractor is serving in same or very close geographical area to current LFNE contractors, is this reason for auto dismiss?

A: Yes, please refer to the Project Directory.

A: No.

34. Are there specific examples of what ideal SOW attachment A would look like? There is a max of 15 pages but given the format it is hard to understand expectations for this area when it is preprinted form. Is the call of the question asking for 15 pages of the same preprinted form to be completed?

A: There are samples beginning on page 4 of the Scope of Work instructions (Attachment B).

A: There are nine different Scope of Work templates (A- I). Only use the Scope of Work templates that are applicable to your project, with the exception of the required templates (G, H, & I). The 15 pages are considered the maximum cumulative total.

Listed below are additional questions submitted as a result of the May 13, 2008 LFNE RFA Informational Call. Please Note: No more questions can be submitted after close of business on May 14, 2008.

35. Is there a separate RFA for Faith Based Organization or is this the one we are to apply for?

A: Yes.

36. When will the Faith Based RFA become available?

A: Please continue to check our website for any RFA Announcements.

<http://www.cdph.ca.gov/programs/CPNS/Pages/default.aspx>

37. To What extent are food security assessment allowed under this RFA?

A: Food Security assessments are not allowable per the USDA funding requirements.



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38. If assessments are allowed, are community-based planning processes allowed, i.e., based on the assessment findings?
A: Community-based planning is allowable as long as the budget associated is minimal and not the primary focus of the project.
39. Are activities other than nutrition education allowed under this RFA, e.g., community gardens? (It seems like the examples in objective #1 are pretty broad and go beyond nutrition education –is this accurate?
A: The primary focus of the project should be to provide nutrition education to FSNE eligible individuals and families. The settings, such as community gardens, would be the nutrition education intervention sites. The nutrition education aspects of gardening would be allowable, but the maintenance of the garden is unallowable. Please see USDA Guidance for more information on nutrition education in garden settings, at the following web link:
- http://www.nal.usda.gov/foodstamp/guidance/Final_2009_Guidance.pdf
40. Will the funding be given up front or will invoices need to be submitted for reimbursement?
A: Invoices are paid on a cost reimbursement basis. There is an advanced payment provision option, but it requires that the agency sets up a special bank account and meets certain criteria. This can be negotiated if contract is awarded.
41. Is Impact Evaluation required with the same people needing to be seen repeatedly?
A: No, this is not required for impact evaluation.
42. We currently receive funds from our local public health department to conduct nutrition education/promotion, is it okay to apply for funds to expand our reach (to another part of the County we are not funded to serve) and/or add additional activities?
A: Yes, you can be funded to expand nutrition education activities in a different part of the County and/or for additional activities. However, the activities must be clearly separate from the current nutrition education activities and promotion you currently provide in that County.
43. What is the suggested formatting for citations of sources used in the document (such as California Health Interview Survey) Footnotes?



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A: Use citation formatting that clearly identify the research and/or resource you are citing. If the applicant is awarded a contract, *Network* staff will share more details on how citations are used on printed *Network* materials.

44. What resources are available to determine qualifying census tract data?
A: Please view the *Network's* GIS program at: <http://www.cnngis.org>; and refer to the Attachment J Project Summary Instructions (it contains resources on how to locate census tract data and qualifying school sites). Also, available on the LFNE RFA web page, under "Resources to Assist Application Process" there is a document titled *Eligible Census Tracts Less Than 185% FPL* that can help you locate qualifying census tracts.
45. Do we need to partner only with approved LFNE partners, or can we form our own community partnerships?
A: No, you can work with other community partners.
46. Can we work with special needs (special education) children as our target audience?
A: Yes, as long as the students qualify as FSNE eligible individuals and your project addresses the requirements stated in the LFNE RFA.
47. Can we conduct one-on-one nutrition education and/or more broad social marketing activities?
A: Please refer to Attachment B Scope of Work Instructions. The instructions provide samples of direct and indirect nutrition education templates; and the applicant can choose templates that best fit the proposed project.
48. How do we determine what is an eligible school-based site?
A: A school site must have 50% or more children enrolled in the free and/or reduced lunch program. A school site can also qualify if it is in a qualifying census tract (please see answer to question #44 above on how to locate qualifying sites and census tract data).
49. The Nutrition Helpline is one component of our LFNE proposal. It would be a place where our member agencies could call and request nutrition facts, recipes, and food safety information. It would also be available to



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clients if there is interest, but our main focus is going to be on the member agencies for now. Do you think it would be appropriate to put in Scope of Work, (Template) Section E – Indirect Nutrition Education – Community Empowerment? Or would you recommend another section? The main idea is that our member agencies would function as intermediaries who would receive nutrition information and then pass it on to their clients.

A: Your proposed Nutrition Helpline could be placed on Scope of Work Template E – Indirect Nutrition Education –Community Empowerment. It could also go under Template C – Indirect Nutrition Education—Nutrition Promotion Events/Activities. We recommend you choose the template that best fits the goals/objectives tied to your proposed project.