

III.	PROGRAM PLANNING AND RESOURCES SECTION
200	Project Summary

This Section includes:

- 201 General Information
- 202 Procedure for Submitting Intervention Site Changes

201 General Information

The *Network for a Healthy California (Network)* requires Local Incentive Awardee contractors to complete (for renewing contractors) or update (for continuing contractors) a Project Summary Form each year. This form provides the United States Department of Agriculture (USDA) and Cancer Prevention and Nutrition Section with comprehensive information about each *Network* contractor for the annual State plan, facilitates collaboration among contractors and other partners, and is used to respond to queries and questions asked by other State agencies and partners.

The data collected is for State and Federal Share and includes:

- Funding source (for State Share only);
- Target audience demographics;
- Projected number of unduplicated participants;
- Educational messages/topics;
- Intervention methods;
- Performance measures/indicators;
- Food Stamp Nutrition Education (FSNE) intervention sites;
- Coordination efforts;
- FSNE eligible targeting data;
- Location-based proxy sites; and
- List of new and existing nutrition education materials to be used.

The USDA guidelines on FSNE eligible targeting data are provided in Section 401, FSNE Recipient Guidelines. Section 401 also provides information on tools and resources to obtain FSNE eligible targeting data.

A copy of the Project Summary Form is provided in the Appendix. Instructions for completing the Project Summary Form can be found on the *Network* website at www.networkforahealthycalifornia.net. Contractors are encouraged to contact their assigned Program Manager for questions regarding the Project Summary.

202 Procedure for Submitting Intervention Site Changes

All contractors targeting FSNE eligibles at 185 percent of Federal Poverty Level and receiving FSNE funding must submit targeting data for each intervention site as part of the annual Funding Application Packet (FAP). (Exception: Contractors working under the location-specific proxy criteria which include Women, Infants, and Children clinics, food banks, food pantries, soup kitchens, public housing, and Food Stamp Program/Temporary Assistance for Needy Families job readiness programs). If contractor sites are added or locations changed from the original FAP submission, contractors are required to notify their Program Manager and provide income targeting data for the new sites. Any sites or locations for which required targeting data and data sources are not submitted in the annual USDA Plan or in subsequent plan amendments may be ineligible to receive FSNE services and in future reviews would result in a

disallowance of funding for the contractor. The process for submitting changes in intervention sites is as follows:

- Contractors must contact their Program Manager in writing when requesting changes in intervention sites prior to starting at the new sites.
- Contractors must obtain appropriate income targeting information and add to the existing approved Project Summary, along with any other information (e.g. demographics, narrative).
- Contractors must submit a revised Project Summary including the new date of submission to their Program Manager. Contractors may submit the revised Project Summary when they submit their Semi Annual or Annual Progress Report, whichever report is closest to the date of revision.
- The Program Manager will notify the contractor in writing of approval of new intervention sites.
- Contractors must contact their Program Manager if the Scope of Work needs to be revised because of changes in intervention sites.
- Changes in intervention sites also must be noted in Semi Annual or Annual Progress Reports.