



Network for a Healthy California

LFNE RFA 2011

Informational Teleconference Q&A

January 6, 2011

Submitted Questions

1. Q: Is it allowable for LFNE projects to conduct nutrition education activities such as PowerPlay! and taste tests at farmers' markets in qualifying low-income census tracts?

A: Yes, it is allowable to conduct nutrition education activities including Power Play! activities at farmers markets, but only in low-income qualifying census tracts.

2. Q: Can local public agencies such as public health departments and school districts apply?

A: Public agencies/local governments are public, not non-profit, organizations and therefore cannot apply for this funding. Please refer to the RFA, page 3, Section D: "Who May Apply" Applicants must be California-based, non-profit, community-based organizations... [that can] provide proof of non-profit status as part of the response to the RFA (For example, a copy of your signed 501(c)3 IRS form)".

3. Q: Is there a list somewhere that I could access of organizations that have been funded in the past?

A: The currently funded LFNE projects are listed in a document available here: <http://www.cdph.ca.gov/programs/cpns/Documents/contractor-list-ffy-2010.pdf>.

4. Q: Are the guidelines the same for this funding as they are for *the Network for a Healthy California*? For example: would we be allowed to provide more food or would it only be sample size portions?

A: Yes, the guidelines are the same. Please refer to Attachment H, "Allowable and Unallowable USDA Cost Guidelines" on the RFA webpage. Meal-sized portions are an unallowable cost, while taste tests are allowable.

5. Q: Is the *Network* open to leveraging current projects (like Healthy4 Life) and enhancing them or are they looking to support only new programs?





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A: The Network is supportive of both current and new programs. We are open to projects that build on or extend successful programs to reach more people or serve new geographic areas. Keep in mind that current LFNE projects may not apply.

6. Q: If we're working in an area that has a smaller percentage of food stamp-eligible recipients (when compared with other portions of the county), is that a viable area of focus (i.e. south OC has pockets of demonstrated low-income, high need areas, but compared to central OC, it is a smaller population)

A: An intervention area is eligible as long as at least 50% of the target population is documented as having annual incomes <185% of FPL. Note that CalFresh eligibility is <130% FPL.

7. Q: Page 15, Section C, 4.2 states, "illuminate role played by community residents in implementing the project, and how they will be empowered to become Champions for Change in addressing a local need for nutrition education and access to healthy foods." Could we please know more about Champions for Change and any examples of how this concept has been successfully achieved in other communities?

A: Champions for Change are people who are using their power to help their families and communities to make healthy food and activity choices. Champions for Change are committed to helping their families eat more fruits and vegetables and be more physically active. They are also involved in making healthy changes in their neighborhoods. Champions for Change is the tagline of the *Network for a Healthy California*, used in communications and leadership initiatives.

The *Network's* Champion Moms are examples of how this concept has been successfully achieved. Champion Moms are women chosen from the *Network* target audience in each of the 11 regions who serve as models because they speak up and empower Californians to live healthier lifestyles in their homes and communities. Some of the Champion Moms have also appeared in the *Network's* advertising campaign.

Please see the *Network's* Champions for Change website at <http://www.cachampionsforchange.net/en/index.php>.





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Please also see the *Network's* monthly newsletter, Champion Press, website at <http://www.cdph.ca.gov/programs/cpns/Pages/ChampionPress.aspx> for Champion success stories.

8. Q: Can more than one contract be awarded in the same *Regional Network*?

A: Yes, there is no limitation on the number of contracts that can be awarded within a geographic region. There is, however, a 3-point incentive for all applications received from *Regional Networks* that are currently not represented in the LFNE portfolio. A map of the *Regional Networks* is available at <http://www.cdph.ca.gov/programs/cpns/Documents/Network-RNMap9-2010.pdf>.

9. Q: In the three-year scope of work, is it intended that the outcomes build upon each year or can it be the same outcomes with increased participation?

A: We would accept both outcomes that build upon each year and the same outcomes with increased participation each year.

10. Q: Are the clients served always considered unduplicated?

A: No, the unduplicated participants are the individual clients who for the first time received direct nutrition education from your project over the entire federal fiscal year. Duplicated participants are the individual clients who have previously received direct nutrition education from your project over the entire federal fiscal year. The United States Department of Education (USDA) funding source requires unduplicated counts. The *Network* and social marketing aspects prefer to include both the duplicated and unduplicated counts separately, such as required on both the scope of work (SOW) and the activity tracking Form (ATF).

11. Q: Are evaluation costs related to reporting outcomes about the nutrition education activities allowable costs for this grant?

A: Yes. Please refer to Attachment H, "Allowable and Unallowable USDA Guidelines" section 8.

12. Q: Is there an in-kind and/or cash match requirement for this grant?





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A: No, there is none required. The ability to leverage other funding may, however, provide an example of an applicant's ability to sustain the proposed project past the funding period.

13.Q: If the lead agency must be a non-profit community-based organization, can the proposal also include entities like public health departments, school districts, and/or for-profit private business entities as paid subcontractors to the funded project?

A: The intent of the LFNE RFA is to fund interventions conducted by non-profit community-based organizations or agencies providing direct services to the *Network* target audience. The applicant must be the primary agency conducting the direct nutrition education interventions. Subcontractors may be used, but should be supportive in nature and consist of a limited portion of the budget.

14.Q: If an organization would like to come in as a subcontractor under a Non-Profit Incentive Awardee (NIA) contract with the *Network*, are they still eligible to submit an RFA for the Local Food and Nutrition Education Project?

A: Yes, an organization can simultaneously receive NIA and LFNE funding.

15.Q: I'd like to know if a non-profit organization, who is currently subcontracting with a current LIA, would be able to apply for LFNE.

A: Yes.

16.Q: Do I just submit the Letter of Intent form or is there any other supplementary information that you would like with it?

A: Only the Letter of Intent form. The Letter of Intent is mandatory and non-binding. Please submit the Letter of Intent even if you are just thinking about completing this application. If you fail to submit the Letter of Intent by the due date (January 20, 2011) and you decide later to submit an application, your application will be rejected. There is no consequence for submitting a Letter of Intent and not an application. It is critical to submit the letter of Intent timely for a successful application.

17.Q: Are written and oral translation costs considered allowable?





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A: Yes. Many existing materials that may meet your needs have already been translated into Spanish and to a lesser extent, Hmong, Vietnamese, and Chinese. The *Network* may also be able to offer limited translation assistance.

18.Q: Are the stipends allowable and under which category?

A: Yes. Please refer to the Attachment H, "Allowable and Unallowable USDA Guidelines", especially item 20, pp 17-18. The participants would need to be doing nutrition education, acting as consultants paid X amount of dollars for their service. The word, "stipend," is not preferable within our funding stream. This cost would be better termed payments to consultants and included in the subcontractor portion of the budget.

19.Q: On Page 1 of the RFA it says that part of the goals are to include the promotion of participation in the CalFresh program, formerly food stamp program, but the Chart of Allowable and Unallowable Costs states that no direct CalFresh outreach is allowed.

A: The *Network* makes a distinction between the outreach and promotion. Conducting outreach to sign people up for CalFresh, formerly known as the Food Stamp Program, is unallowable and is contracted through a separate funding stream. Promoting participation in CalFresh is an allowable activity for LFNE contractors. Please visit the CalFresh website for more information: <http://www.cdph.ca.gov/programs/cpns/Pages/FoodStampOutreach.aspx>.

20.Q: If one is to apply under fiscal sponsor, how much focus should be placed on the sponsor versus the people doing the project implementation? Should I portray the fiscal organization as an umbrella and not provide as much information about what they will do, focusing more on what the project implementers will do?

A: You must demonstrate that the fiscal sponsor has the capacity to fulfill the fiscal requirements of the contract. Please refer to Section II, D. Who May Apply, page 4, to find a listing of the criteria that must be met. Also, the Scoring Tool pages 8 – 11 details how each element of the proposal will be weighted. If the fiscal intermediary will do more than just the fiscal sponsorship, detail the activities in the appropriate sections of the proposal.





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21. Q: I see that in general, gardening is unallowable. We grow our own produce on-site as part of our community empowerment healthy eating program model, and employ community members to provide the programming. Given that, would the staff time that is spent growing the fruits and vegetables to be used for the taste tests/samples for the nutrition education programming be allowable?

A: The staff time for conducting the taste testing is allowable, but the growing time/gardening time unless it was part of an approved nutrition education curriculum would not be allowable.

22. Q: What is the maximum indirect cost rate allowed for the LFNE RFA application?

A: Please refer to the fiscal guidelines manual, chapter 1400 page 2 available at: <http://www.cdph.ca.gov/programs/cpns/Pages/FiscalGM.aspx>. Indirect costs cannot be more than 25% of personnel and 26% of total modified direct costs.

23. Q: I know you need to be a non-profit to apply, but since we are a collaborative, we have to use our partners as fiscal agents when applying for grants. Is this okay? Can the fiscal agent be a school district?

A: No, the solicitation is for non-profit organizations.

24. Q: We are a small organization and have never had an audit. However, we have been a Food Bank subcontractor for the past 2 years. Is a letter stating that we have been a subcontractor and that the food bank has reviewed our quarterly expenses related to the contract sufficient?

A: No, the fiscal audit is a required document. If an application does not include a fiscal audit, it will be considered incomplete and deemed non-responsive and not scored. Please refer to page 14 of the RFA for a list of required documents.

25. Q: May I use the Free and Reduced Meals Price percentages instead of GIS?

A: No, you must use the census tract data obtained from the GIS. The RFA states that the LFNE competitive funds should not duplicate the efforts in school districts of Local Incentive Awardees. LFNE applicants should not include interventions in





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schools and therefore the Free and Reduced Meals Price does not apply. Please refer to page 5 of the RFA.

26. Q: Our project is exclusively with Head Start. For the families to participate, they have to be low-income. Since the *Network* criteria is at or below the 185% federal poverty level and Head Start allows for 200%, does this still qualify them? Do I need to do the GIS on each address of the Head Start sites throughout our county?

A: No, the Head Start criterion does not qualify independently as a proxy site, but must use an existing means test to show that 50% or more of the participants are at or below 185% of the Federal Poverty Level.

27. Q: As a current project, we are not eligible to submit an application for this RFA. Do you know when would be the earliest we would be able to resubmit?

A: No, at this time we do not know when the next LFNE solicitation will be released. Please periodically check the *Network* website for future funding opportunities.

Open Questions during Teleconference

28. Q: What page is the audit requirement on in the RFA?

A: Page 4.

29. Q: Would profit and loss statements and/or balance sheets be acceptable for small organizations instead of an audit?

A: No, profit and loss statements and/or balance sheets would not be acceptable for small organizations. The audit requirements can be found in Exhibit D(f): Special Terms and Conditions for federal funding located at <http://www.cdph.ca.gov/programs/cpns/Documents/LFNE-RFA2011-ExhDf-SpecialTermsAndCond.doc>.

30. Q: Do we have to have a third party outside audit in order to meet the criterion?

A: Yes.





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31.Q: In the past, we have not been required to submit audit reports. Has this requirement changed?

A: Yes, the requirement has changed and the Network has an auditor on staff that monitors these reports.

32.Q: Just further clarification on who can apply. Can a county office of education working in the community to provide services and training apply?

A: No. Please refer to page 4, Who May Apply, of the RFA. The intent of this funding is for non-profits. There will be solicitations for other agency types that will be coming out. Please continue to check the Network website for future solicitations.

33.Q: In regard to the meetings and trainings that are described on the Website in one of the PowerPoints about the LFNE channel, which if any of those meetings and trainings are required and what percent of costs are allowable.

A: There is an orientation meeting in Sacramento and two Local Food Nutrition Education Action Committee (LFNEAC) meetings; one in Northern California and one in Southern California that are required. The Network will pay 100% of the travel costs but costs must adhere to Exhibit H, Travel found in the Contract Exhibits section of the RFA. There are other optional Network sponsored meetings and trainings that agencies are encouraged to participate in as the budget allows.

34.Q: Is there a list of relevant statutes that apply to this program anywhere on the Website.

The guidelines for the USDA Supplemental Nutrition Assistance Program-Education (SNAP-Ed) can be found:

<http://www.cdph.ca.gov/programs/cpns/Documents/Network-SNAP-EdGuidance-2009-01.pdf>

Cooperative Agreement statute that applies to resulting contracts are Health and Safety Code Section 38070-38081.1, which can be found:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=38001-39000&file=38070-38081.1>





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35.Q: We are a community collaborative and we have many partners when we do grants. If we use one of our partners as a fiscal agent, could we be considered a subcontractor with them?

A: Yes, if the applicant or fiscal agent meets the application criteria stated on page 4 of the RFA.

36.Q: I work for a statewide organization that has regional offices that operate in multiple communities and have staff on the ground that are very community-based. Is it possible to apply for one grant for the different regions that we operate in? For example, if we have work in Humboldt and the Central Coast, can that go under one package?

A: Yes.

37.Q: In regards to the forms, budgets, budget justifications, there is a reference to the state match, which in my experience is in-kind. Are we supposed to put "not applicable" in all of that since there is no state match?

A: Yes. There is no match requirement for this funding.

38.Q: Do we have to participate in SHAPE?

A: There is no SHAPE requirement for this RFA.

39.Q: I work for a county public health department and I am a little confused because we are a non-profit but we do not have a 501c(3). Are we still able to apply?

A: County public health departments are public agencies and are not able to apply for this funding. You would be able to apply for the Local Incentive Awardee (LIA) Network funding. Another LIA RFA is expected to be released later this year.

40.Q: We are looking to replicate our school-based program in other schools, and to create a curriculum that can support our continued implementation of our program. We have many requests from area schools, after school programs, and other youth programs to use our curriculum. Is that something that we could apply for? In addition, would testing that curriculum as part of the programs be applicable?





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A: No, that is not in alignment with the LFNE RFA purpose, goals, and objectives. I would recommend looking at other Network request for applications or other funding sources for your project.

41.Q: What is the other RFA?

A: Other RFAs have not been released at this time. Please check the Network website for other funding opportunities.

42.Q: We have a teen internship and apprenticeship program that runs year round where young people are doing community education and learning themselves about nutrition and urban agriculture. I am assuming that this program would fit. Then if we were to apply and be successful with this RFA, would we be able to apply for a special project funding as well to do the curriculum later?

A: I cannot answer that question at this time. However, I can say that there will be opportunities in youth empowerment, which might fit what you have described. In addition, there will be opportunities for special projects in the future. Please check the Network website.

43.Q: But you are not sure if we could be funded under both.

A: That I cannot say.

