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TO: PROJECT COORDINATORS AND FISCAL REPORTERS
NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)

SUBJECT: FUNDING FOR CONTINUING CONTRACTORS IN FEDERAL
FISCAL YEAR (FFY) 2010

In order to prepare for the FFY 2010 Plan for the United States Department of Agriculture (USDA), the *Network* requires detailed documentation on each continuing contractor including Local Incentive Award, Nonprofit Incentive Award, Regional Network, and Special Project contracts. The funding application packet (FAP) for continuing contractors (those with an existing California Department of Public Health (CDPH) contract) has been simplified to a documentation review and teleconference with your assigned Contract Manager (CM) and Program Manager (PM).

Documentation Review Instructions:

- Review your enclosed contract documents and submit changes indicated below to the CM and PM by close of business on Thursday, February 5, 2009.
- Verify that all of your contract documents are up-to-date and correct. If your contract documents *do not* require any further changes, please notify your CM and PM as soon as possible.
- Only implement those changes that are required by USDA at this time. For example, if you had a USDA disallowance in FFY 2009, you will have the opportunity to reallocate up to the maximum Federal Share amount.
- Highlight any changes made to your Budget and Subcontractor Budget Justification forms in yellow (e.g., **yellow highlight**).
- Only minimal changes should be made to the Project Summary form. Updating targeting information, such as Free and Reduced Price Meal (FRPM) participation rates, is required. Please use the FRPM spreadsheet available on the *Network*

website at: www.cdph.ca.gov/programs/cpns/Pages/ContinuingFAP.aspx. If other changes are required, please notify your PM. Project Summary instructions are available on the website above.

- School District and County Office of Education contractors are required to submit a SHAPE Partner Data Form annually. It is highly recommended for contractors working with schools to also participate in SHAPE. The FFY 2010 SHAPE Partner Form is available on the *Network* website at: www.cdph.ca.gov/programs/cpns/Pages/ContinuingFAP.aspx.
- If any changes are required for the Memorandum of Understandings (MOU) or SHAPE forms, please notify your PM and CM.

Teleconference Instructions:

- A teleconference is required to complete a final review of the contract documents. The Project Coordinator and Fiscal Reporter are required to participate in the teleconference, so please schedule accordingly.
- Select a date and time from the options below and return via email as soon as possible. (Refer to your *Network* email for actual dates and times.)

Preference	Date	Time slot
1)		
2)		
3)		

Enclosure: