

Responses to Questions from April 10, 2013 Local Health Department (LHD) Funding Application (FAP) Webinar

Anthony Taylor (to All - Entire Audience):

Question: Did I hear correctly that the goal for projected unduplicated number of contacts is 50 percent direct and 50 percent indirect?

Response: Yes.

Denise Kirnig (to All - Entire Audience):

Question: Can you repeat how to calculate the projected unduplicated number of contacts again?

Response: Funding Allocation divided by \$100 per participant count. Example: \$200,000 /\$100 = 2,000 with 50 percent direct education and 50 percent indirect.

Anthony Taylor (to All - Entire Audience):

Question: How do we know indirect are unduplicated, as we do not collect Activity Tracking Forms (ATFs)?

Response: Indirect contacts can be duplicated.

Lynne Lacroix (to Organizer(s) Only):

Question: What are you changing the five series to? Can you tell us now, please?

Response: Your agency would decide the number of classes in the series that work for you. We recommend three to five classes per series but are flexible. Please work with your assigned Program Manager (PM).

Laurie Green (to Organizer(s) Only):

Question: If we are not updating our Scope of Work (SOW) until July, which numbers do we use for the Project Synopsis; what is in the current SOW or what we plan to actually do once we update the SOW?

Response: Please use the numbers that your agency plans to use for Federal Fiscal Year (FFY) 2014, not the numbers reflected in your current SOW. We will be amending the SOW in July. The United States Department of Agriculture (USDA) Plan should have the correct/accurate numbers for FFY 2014.

Lynne Lacroix (to Organizer(s) Only):

Question: Can you discuss the evaluation section, as not everyone is required to do the impact/outcome evaluation? What are you expecting for funding at the \$200,000 level?

Response: For contractors under \$200,000 they would need to develop an evaluation plan which would include pre- and post-tests for nutrition/direct education classes, reporting contacts on the ATF, review and select surveys from Research Evaluation Resource Manual for appropriate objectives.

Anthony Taylor (to All - Entire Audience):

Question: Can you repeat the information about 100 percent, 125 percent, and 185 percent Federal Poverty Level (FPL)?

Response: American Community Survey (ACS) data set has 100 percent, 125 percent, and 185 percent of FPL. We ask that you indicate those that are 100 percent and 125 percent, if available, as this helps us identify those below 130 percent FPL.

Lynne Lacroix (to Organizer(s) Only):

Question: Where do you get the Means Tested information from? Last year my Program Manager had to provide it as it was confusing where the information came from.

Response: You can check the Geographic Information System (GIS). You are not required to indicate the Census Tract for Means Tested. They qualify without it.

Lynne Lacroix (to Organizer(s) Only):

Question: What does FAP stand for?

Response: Funding Application Package.

Rebecca Smith (to All - Entire Audience):

Question: Do you have data for the Child and Adult Care Food Program (CACFP) included in the free/reduced price meal data the *Network for a Healthy California* (*Network*) has compiled?

Response: We do not have this data set as part of our resources but you can use it.

Dawn Robinson (to Organizer(s) Only):

Question: Please confirm - Do we need to revise the FFY Census Tract data sheets to move the Means Tested sites to the new sheet?

Response: Yes, we need you to move the Means Tested sites to the new sheet.

Melissa Parrish (to All - Entire Audience):

Question: How do we get the Census Tract data?

Response: The Data is on the *Network* website at:

<http://www.cdph.ca.gov/programs/cpns/Pages/Network-LHDFAP2014.aspx>

Lara Turnbull (to All - Entire Audience):

Question: If there is "overlap," who gets priority for the site?

Response: We are requiring LHDs to work with UC CalFresh and California Department of Social Services (CDSS) Innovative Projects to work out who gets the sites. If an agency has historically been delivering services in the site, consideration should be given not to disrupt services/agency relationships.

Lara Turnbull (to All - Entire Audience):

Question: New LHDs - does that include the health departments given the year extension in FY 12?

Response: LHDs that have contracts ending September 30, 2013, or Very Small Rural Counties are considered new for this FAP. These agencies will be required to provide additional documentation to complete the grant process as this is the first year of their grant agreement.

Elaine Emery (to All - Entire Audience):

Question: Do we know if the Innovative Projects will be re-funded for 2014? Our local Social Services does not know this information.

Response: The Innovative Projects have a one-year contract from January 1, 2013 to December 31, 2013. The fourth quarter of these budgets will be submitted in the annual plan for FFY 14. The contractors do not need to submit any documentation for this.

Trina Long (to All - Entire Audience):

Question: Is it OK to work at the same site as UC CalFresh or Women, Infants, and Children (WIC) if providing different programming or targeting a different audience?

Response: It is OK to work at the same sites as WIC but not as UC CalFresh.

Scott McCann (to All - Entire Audience):

Question: I believe there is a *Network* program letter that allows two programs to work at the same site if different audiences are served or if different topics or lessons are presented by each agency.

Response: In the past, USDA has been more flexible with implementing agencies working in the same sites provided they were addressing different target sector or doing very different interventions. USDA has made it clear that they do not want us operating in the same sites. We are requiring LHDs to coordinate sites with UC CalFresh and CDSS Innovative Projects.

Elaine Emery (to All - Entire Audience):

Question: We sent a Letter of Intent but did not get an acknowledgment. Will one be sent?

Response: Yes, the Nutrition Education and Obesity Prevention (NEOP) Support Staff will be sending confirmation receipts beginning Thursday, April 11. You will also be getting confirmation receipts when the application package is submitted by May 6.

Kristine Guth (to All - Entire Audience):

Question: Are Letters of Intent required or recommended?

Response: Letters of Intent are required. This is a new year of funding and even if your agency submitted one in FFY 13, they will still need to submit one for FFY14 funding.

Anthony Taylor (to All - Entire Audience):

Question: To confirm, the multi-session classes can be either three or five sessions. We are not required to do one or the other, correct?

Response: Yes, the multi-session classes can be three to five classes in the series—your choice.

Trina Long (to All - Entire Audience):

Question: For continuing contracts, do we need to wait until July for a SOW revision for FFY14?

Response: You may begin working on your amendment at this time but the USDA Plan is the priority until after the July 15 deadline. Amendments will be processed on a flow basis. You may want to wait in case you have additional changes during the year.

Lara Turnbull (to All - Entire Audience):

Question: Will existing contractors be given preference over a site if a "new" grantee/sub-grantee also wants to work there?

Response: We are asking that the LHD works with UC CalFresh and CDSS Innovative Projects to discuss issues regarding sites and who is able to be in those sites. If the LHD is not able to resolve the site issue, then request assistance from your PM. There are agencies that will be giving up sites in the county. We would suggest looking at these sites.

Kelley Kyle (to All - Entire Audience):

Question: Is there more than one application/coversheet checklist on the website for continuing grantees? I only see one?

Response: There is only one application/coversheet checklist used for all contractors.

Kelly Crosby (to All - Entire Audience):

Question: For cluster counties, do we only send one Letter of Intent or each individual?

Response: The prime contractor or Lead Agency should send the Letter of Intent for all agencies in the cluster/group/pair.

Rebecca Smith (to All - Entire Audience):

Question: Will you be discussing the funding enhancement and corresponding changes to SOW?

Response: This was not a topic on the call. Please refer questions to your assigned PM and/or Contract Manager (CM).

Kelley Kyle (to All - Entire Audience):

Question: Do LHDs that have been offered additional money in 2014 need to accept those funds? Can we continue the project at the previous agreed upon levels and deliverable objectives?

Response: LHDs do not have to accept the enhancement funding in FFY 2014. If you do accept the enhancement, you will need to increase your level of deliverables, etc. If you do not accept the enhancement, you can continue with your existing deliverables. Please notify your assigned CM/PM team as soon as possible if you do not want to accept the enhancement so we can re-allocate the funding.

Rebecca Smith (to All - Entire Audience):

Question: Do we need to revise the ACS data from our last Project Synopsis for sites that are continuing into this next year?

Response: The ACS data sets that are acceptable this year are the 2006-2010 and 2007-2011 data sets. There might be some changes because last year you were using the 2005-2009 and 2006-2010 ACS data sets to qualify sites. Some of the sites may now be unallowable from the 2005-2009 data set. It is your responsibility to verify your sites.

Jeanne Silberstein (to All - Entire Audience):

Question: I am unclear of what we are supposed to do with the enhancement money. Do I add it to the budget? I did not receive any information on increased numbers, so the previous question is also important to me.

Response: In accepting the enhancement, you are required to include this funding in your budget for FFY 14 and you will need to generate additional contacts. If you have exceeded thresholds, we recommend that you consider the additional objectives as outlined in the FFY 2013 LHD FAP. If this is not feasible, you can do more of any of the core objectives. Either way, you will need to add the additional contacts.

For the budget, add the enhancement to your existing budget and calculate contacts as indicated above based on the additional funding. If you have questions, please feel free to contact your PM.

Lara Turnbull (to All - Entire Audience):

Question: Should we add sites that we think sub-grantees may work in (e.g. schools that are currently funded)?

Response: Please add the sites at which subcontractors will be working. You may use agencies that are terming out as indicated in your example. You may add additional sites at a later date with prior approval.

(to [All - Entire Audience](#)):

Question: To confirm, we can use either 2006-2010 or 2007-2011 ACS data, correct?

Response: Yes, you can use either 2006-2010, 2007-2011, or both. Please indicate which set on the Project Synopsis.

[Dawn Robinson](#) (to **Organizer(s) Only**):

Question: What is easiest for you - 1) Should we guess and put in school sites now or 2) Should we wait until sub-grants are selected and then submit a Project Site Change form?

Response: Please submit your best guess at the sites at which you would like your sub-contractors to work. You can always correct with Project Site Change form later.

[Yvonne Rodriguez](#) (to [All - Entire Audience](#)):

Question: What will the role of the *Regional Networks (RNs)* be next year?

Response: It is still not clear, but we think there will be some *Regional* structure.

[Kelley Kyle](#) (to [All - Entire Audience](#)):

Question: Are Supplemental Nutrition Assistance Program (SNAP) and SNAP Education (Ed) funds considered duplication at the same site? For example: The farmers market manager is handing out CalFresh tokens and doing application assistance and SNAP-Ed staff is doing a cooking demonstration with fresh seasonal produce.

Response: CalFresh Outreach (application assistance) can occur in the same sites as SNAP-Ed. The duplication issue is for duplication of SNAP-Ed services, e.g. UC CalFresh and *Network* contractor.

[Yvonne Rodriguez](#) (to [All - Entire Audience](#)):

Questions: Where can we access the questions and answers from this webinar?

Response: The questions and answers will be posted on the website as an addendum to the FAP.

Lynne Lacroix (to Organizer(s) Only):

Question: Our program manager couldn't say anything about the enhancements. How are we supposed to do our budget/plan if we don't know the answer? Can you tell us when you will tell us? What should we do—budget with or without the enhancement?

Response: If you choose to accept the enhancement funding in FFY 14, you should build your budget based on the maximum allocation which includes the enhancement.

Jeanne Silberstein (to All - Entire Audience):

Question: When will the RN FAP be posted? I thought it was going to be posted on Monday?

Response: We do not know. Please check the website for future solicitations.

John Larrivee (to All - Entire Audience):

Question: How guaranteed is the additional funding?

Response: As guaranteed as any federal funding can be.

Lynne Lacroix (to Organizer(s) Only):

Question: If we receive over \$200,000, then we must contract out a portion. Does the funding that is contracted out go to individuals on contract or does it have to be to organizations?

Response: Subcontracting is required of any agency receiving over \$500,000 in funding. The subcontracting should be 30 to 50 percent. Agencies below this amount can subcontract if they are able. The *Network* recommends subcontracting out for some of the deliverables.

John Larrivee (to All - Entire Audience):

Question: If the Registered Dietitian (R.D.) is a 50 percent of full time equivalent (FTE) position, this doesn't mean that there are only 50 percent of the costs with the travel that

he/she may make. One hundred percent of the costs should be covered if the only program that he/she is working is SNAP-Ed or the only reason they are traveling is for SNAP-Ed. Is this wrong?

Response: If the travel is mileage, and all SNAP-Ed, there would be no prorating requirement. If the travel costs were associated with a non-*Network* sponsored conference, you would be required to prorate. Please check with your Contract Manager who can provide you guidance.

Dawn Robinson (to Organizer(s) Only):

Question: For "other costs": Do you need other costs listed by objective (e.g. 1.6 Nutrition class food demonstrations versus 1.15 Retail food demonstrations)?

Response: No.

Jeanne Silberstein (to All - Entire Audience):

Question: What if someone is only 0.5 FTE but that is 100 percent to the grant? We still have to provide a workstation (workspace) for that individual. So the FTE on the personnel would possibly not match the FTE on the rent prorate.

Response: In this scenario, the agency is NOT required to prorate. Please check with your CM on your specific scenario.

Anthony Taylor (to All - Entire Audience):

Question: For the indirect costs, we were informed that we needed to complete either the Multiple Allocation Method or Simplified Allocation Method form and use the calculated percentage for indirect costs. It appears that you are now allowing four options, two of which do not require us to complete the forms. Is this correct?

Response: For clarification, there are four options (formulas) that may be used to calculate the indirect cost amount used in the budget, based on an established Indirect Cost Rate (ICR). The formulas are: 1) Personnel and Fringe x ICR; 2) Total Personnel x ICR; 3) Total Direct x ICR; and 4) Total Modified x ICR. If a contractor has a federally negotiated ICR, that rate is the one to be used for calculating the indirect costs line item. For agencies that do not have a federally negotiated ICR, they must submit a cost allocation plan to the *Network* for review and approval. Please refer to the two methods described in the Local Projects Guidelines Manual, Section 1300, Indirect Cost Certification (Simplified Allocation Method, Multiple Allocation Method; or provide a federally negotiated rate from their cognizant agency approving the indirect rate).

Sue Wittorff (to All - Entire Audience):

Question: Is it possible to modify the worksheets so that the cells expand when the text is greater than one line?

Response: The workbook has been updated to allow Grantees to perform this task. If you need assistance, please contact your CM.

(to Organizer(s) Only):

Question: It is our understanding that if the enhancement pushes you over the \$500,000 limit, you do not have to sub-contract because it was not a change to your base grant. Please confirm.

Response: We will be sending out clarification language on the sub-contracting requirement.

Kristine Guth (to All - Entire Audience):

Question: Will the State help with the RD if the jurisdiction can't find one?

Response: Yes. Please contact your Program Manager.