

Network for a Healthy California Local Health Department Scope of Work FFY 2013-2016 Instructions

Section I: Introduction

For federal fiscal years (FFY) 2013-2016 (October 1, 2012 - September 30, 2016), Local Health Department (LHD) grantees will be required to use the *Network* provided Scope of Work (SOW). The SOW is comprised of template objectives and activities.

For this multi-year grant, informal SOW changes and any budget revisions such as Budget Adjustment Requests (BARs) changes will not be allowed. Formal grant amendments may be considered annually.

Section II: Goals and Objectives

Goals:

The *Network* is using a single goal for all templates. No changes can be made to the goal.

Objectives:

Many of the objectives require insertion of an unduplicated number of participants who will be reached. The total number inserted **for all of the objectives** must equal the number indicated in the right column of the table below. It is the grantee's responsibility to estimate the number reached for individual objectives, then ensure all add up to the minimum unduplicated numbers provided in the table.

The minimum unduplicated reaches are realistic expectations based on cost per participant. For example, if your grant funding level is \$200,000 you will be expected to reach around 2,000 unduplicated participants.

Unduplicated Reach	Federal Funding Level	Number of Objectives	Number of Activities	Number of Objectives to be Completed	Number of Activities to be Completed
\$200,000	\$200,000	1-9	1-9	9	9
\$250,000	\$250,000	1-9	1-9	9	9
\$300,000	\$300,000	1-9	1-9	9	9
\$350,000+	\$350,000+	1-9	1-9	9	9
\$400,000	\$400,000	1-9	1-9	9	9
\$450,000	\$450,000	1-9	1-9	9	9
\$500,000	\$500,000	1-9	1-9	9	9
\$600,000	\$600,000	1-9	1-9	9	9
\$700,000	\$700,000	1-9	1-9	9	9
\$800,000	\$800,000	1-9	1-9	9	9
\$900,000	\$900,000	1-9	1-9	9	9
\$1,000,000	\$1,000,000	1-9	1-9	9	9
\$1,100,000	\$1,100,000	1-9	1-9	9	9
\$1,200,000	\$1,200,000	1-9	1-9	9	9
\$1,300,000	\$1,300,000	1-9	1-9	9	9
\$1,400,000	\$1,400,000	1-9	1-9	9	9
\$1,500,000	\$1,500,000	1-9	1-9	9	9
\$1,600,000	\$1,600,000	1-9	1-9	9	9
\$1,700,000	\$1,700,000	1-9	1-9	9	9
\$1,800,000	\$1,800,000	1-9	1-9	9	9
\$1,900,000	\$1,900,000	1-9	1-9	9	9
\$2,000,000	\$2,000,000	1-9	1-9	9	9
\$2,100,000	\$2,100,000	1-9	1-9	9	9
\$2,200,000	\$2,200,000	1-9	1-9	9	9
\$2,300,000	\$2,300,000	1-9	1-9	9	9
\$2,400,000	\$2,400,000	1-9	1-9	9	9
\$2,500,000	\$2,500,000	1-9	1-9	9	9
\$2,600,000	\$2,600,000	1-9	1-9	9	9
\$2,700,000	\$2,700,000	1-9	1-9	9	9
\$2,800,000	\$2,800,000	1-9	1-9	9	9
\$2,900,000	\$2,900,000	1-9	1-9	9	9
\$3,000,000	\$3,000,000	1-9	1-9	9	9
\$3,100,000	\$3,100,000	1-9	1-9	9	9
\$3,200,000	\$3,200,000	1-9	1-9	9	9
\$3,300,000	\$3,300,000	1-9	1-9	9	9
\$3,400,000	\$3,400,000	1-9	1-9	9	9
\$3,500,000	\$3,500,000	1-9	1-9	9	9
\$3,600,000	\$3,600,000	1-9	1-9	9	9
\$3,700,000	\$3,700,000	1-9	1-9	9	9
\$3,800,000	\$3,800,000	1-9	1-9	9	9
\$3,900,000	\$3,900,000	1-9	1-9	9	9
\$4,000,000	\$4,000,000	1-9	1-9	9	9
\$4,100,000	\$4,100,000	1-9	1-9	9	9
\$4,200,000	\$4,200,000	1-9	1-9	9	9
\$4,300,000	\$4,300,000	1-9	1-9	9	9
\$4,400,000	\$4,400,000	1-9	1-9	9	9
\$4,500,000	\$4,500,000	1-9	1-9	9	9
\$4,600,000	\$4,600,000	1-9	1-9	9	9
\$4,700,000	\$4,700,000	1-9	1-9	9	9
\$4,800,000	\$4,800,000	1-9	1-9	9	9
\$4,900,000	\$4,900,000	1-9	1-9	9	9
\$5,000,000	\$5,000,000	1-9	1-9	9	9
\$5,100,000	\$5,100,000	1-9	1-9	9	9
\$5,200,000	\$5,200,000	1-9	1-9	9	9
\$5,300,000	\$5,300,000	1-9	1-9	9	9
\$5,400,000	\$5,400,000	1-9	1-9	9	9
\$5,500,000	\$5,500,000	1-9	1-9	9	9
\$5,600,000	\$5,600,000	1-9	1-9	9	9
\$5,700,000	\$5,700,000	1-9	1-9	9	9
\$5,800,000	\$5,800,000	1-9	1-9	9	9
\$5,900,000	\$5,900,000	1-9	1-9	9	9
\$6,000,000	\$6,000,000	1-9	1-9	9	9
\$6,100,000	\$6,100,000	1-9	1-9	9	9
\$6,200,000	\$6,200,000	1-9	1-9	9	9
\$6,300,000	\$6,300,000	1-9	1-9	9	9
\$6,400,000	\$6,400,000	1-9	1-9	9	9
\$6,500,000	\$6,500,000	1-9	1-9	9	9
\$6,600,000	\$6,600,000	1-9	1-9	9	9
\$6,700,000	\$6,700,000	1-9	1-9	9	9
\$6,800,000	\$6,800,000	1-9	1-9	9	9
\$6,900,000	\$6,900,000	1-9	1-9	9	9
\$7,000,000	\$7,000,000	1-9	1-9	9	9
\$7,100,000	\$7,100,000	1-9	1-9	9	9
\$7,200,000	\$7,200,000	1-9	1-9	9	9
\$7,300,000	\$7,300,000	1-9	1-9	9	9
\$7,400,000	\$7,400,000	1-9	1-9	9	9
\$7,500,000	\$7,500,000	1-9	1-9	9	9
\$7,600,000	\$7,600,000	1-9	1-9	9	9
\$7,700,000	\$7,700,000	1-9	1-9	9	9
\$7,800,000	\$7,800,000	1-9	1-9	9	9
\$7,900,000	\$7,900,000	1-9	1-9	9	9
\$8,000,000	\$8,000,000	1-9	1-9	9	9
\$8,100,000	\$8,100,000	1-9	1-9	9	9
\$8,200,000	\$8,200,000	1-9	1-9	9	9
\$8,300,000	\$8,300,000	1-9	1-9	9	9
\$8,400,000	\$8,400,000	1-9	1-9	9	9
\$8,500,000	\$8,500,000	1-9	1-9	9	9
\$8,600,000	\$8,600,000	1-9	1-9	9	9
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\$8,800,000	\$8,800,000	1-9	1-9	9	9
\$8,900,000	\$8,900,000	1-9	1-9	9	9
\$9,000,000	\$9,000,000	1-9	1-9	9	9
\$9,100,000	\$9,100,000	1-9	1-9	9	9
\$9,200,000	\$9,200,000	1-9	1-9	9	9
\$9,300,000	\$9,300,000	1-9	1-9	9	9
\$9,400,000	\$9,400,000	1-9	1-9	9	9
\$9,500,000	\$9,500,000	1-9	1-9	9	9
\$9,600,000	\$9,600,000	1-9	1-9	9	9
\$9,700,000	\$9,700,000	1-9	1-9	9	9
\$9,800,000	\$9,800,000	1-9	1-9	9	9
\$9,900,000	\$9,900,000	1-9	1-9	9	9
\$10,000,000	\$10,000,000	1-9	1-9	9	9

Section III: Templated Objectives

Objective 1	Infrastructure	Required
Objective 2	County Nutrition Action Plan (CNAP)	Required
Objective 3	<i>Community of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX³) Assessment</i>	Required
Objective 4	CX ³ Implementation	Required
Objective 5	Community Engagement	Required
Objective 6	Nutrition Education	Required
Objective 7	Events and Media	Required
Objective 8	<i>ReThink Your Drink</i>	Required
Objective 9	Evaluation	Required
Objective 10	Peer to Peer Education	Optional, Required for funding over \$200,000
Objective 11	Evaluation, additional	Optional, Required for funding over \$350,000
Objective 12	School/Afterschool	Optional, Required for funding over \$400,000
Objective 13	Youth Engagement	Optional, Required for funding over \$1,000,000
Objective 14	Worksite	Optional
Objective 15	Retail	Optional
Objective 16	Early Childhood	Optional
Objective 17	Faith-based	Optional

Section IV: Objective Descriptions:

1. Infrastructure Objective

This is a required objective that deals with required reports, trainings, and meetings.

2. County Nutrition Action Plan (CNAP) Objective

This objective requires partnerships at the local level with Social Service agencies, CalFresh and other FNS partners such as WIC, Child Nutrition, etc. The CNAP is a blueprint for nutrition education messages, initiatives, and access across FNS programs. The objective includes the development and implementation of the Action Plan and an annual report of what was accomplished.

3. CX³ Assessment Objective

This objective is required for all *Network*-funded local health departments. CX³ is a neighborhood assessment of the availability of healthy foods, beverages, and physical activity in eligible low-income communities.

4. CX³ Implementation Objective

This objective is the implementation portion of CX³ plan based on the neighborhood assessment results in objective 3.

5. Community Engagement Objective

This objective establishes a food-policy council and engages local leaders and community members to implement a healthy food initiative that increases access and consumption of healthy foods in eligible low-income communities.

6. Nutrition Education Objective

This objective requires series of nutrition education classes with physical activity integration. Multiple series may be required to reach participant goals. Participants from these series can be used for the Impact/Outcome Evaluations (IOE). All materials used for the nutrition education classes must be existing materials selected from the *Network*-approved Nutrition Education Materials list.

7. Events and Media Objective

This objective requires the coordination and promotion of local events linked to state and local initiatives. Local media outlets should be invited to highlight these events. There is an optional activity of purchasing local media, if this is chosen please work with your PM and CM to ensure the type of media qualifies and that there is enough money available in the Budget to cover the media costs.

8. *ReThink Your Drink* Objective

This is the statewide healthy beverage initiative. The objective requires trainings, education, events and healthy beverage promotions to decrease the consumption of sugar-sweetened beverages.

9. Evaluation Objective

This evaluation looks at tracking one healthy beverage initiative and one healthy food initiative across the four years. This includes formative research, process and outcome evaluations.

10. Peer to Peer Education Objective

This objective recruits and trains adult peer educators to provide nutrition education, promote food security, and promote *Network* initiatives in local communities. This objective is required for LHDs receiving over \$300,000.

11. Evaluation, additional Objective

This objective is required for grantees who receive over \$350,000 per grant year and is optional for other grantees. This evaluation is to assess the impact of the intervention to increase the consumption of healthy foods and beverages. Grantees must submit an annual plan for their evaluation to the *Network* Research and Evaluation Unit (REU) and PM prior to implementation. Grantees must report their results on the report survey template form provided by the REU. The *Network* prefers grantees complete an adult IOE when possible.

12. School/Afterschool Objective

This is an optional objective that allows the grantee to work on building relationships with qualifying school/afterschool sites' administration, staff, parents and students to increase consumption and access of healthy foods and beverages through site based education and initiatives. When possible, grantees should build on the infrastructure of previously *Network*-funded school/afterschool-based projects and consider sub-granting with these entities. This objective is required for LHDs receiving over **\$500,000**.

13. Youth Engagement Objective

This is an optional objective highly recommended for those grantees working with 6th grade youth and older. Through this objective, youth will receive nutrition and physical activity information, leadership development, and training to create positive, healthy changes within their community. When possible, grantees should build on the effort of previous *Network*-funded Youth Engagement projects that exist in your county. This objective is required for LHDs receiving over \$1,000,000.

14. Worksite Objective

The *Worksite Program* Objective goals are to improve access to healthy foods and physical activity at qualifying worksites using the [California Fit Business Kit](#). Grantees that want to select this optional objective will strategize with their PM and a *Network Worksite* representative to determine the feasibility of recruiting qualifying worksites in their county.

15. Retail Objective

The *Retail* Objective provides grantees training, resources, and strategies to work with local retail sites to promote access and consumption of healthy foods. Grantees that want to select this optional objective will strategize with their PM and a *Network Retail* representative to determine the feasibility of maintaining and recruiting qualifying retail sites in their county.

16. Early Childhood Objective

This is an optional objective recommended for those grantees who want to focus on children zero to five and their families. This objective allows the grantee to work with building relationships with qualifying early childhood care and education sites' administration, staff, parents and children to increase access and consumption of healthy foods and beverages through site based education and initiatives.

17. Faith-based Objective

This optional objective targets predominantly African-American and/or Latino churches to utilize the *Body and Soul* assessment tools and provide nutrition education and physical activity lessons from the *Network Toolkit for Community Educators*. Assessment results will guide site initiatives such as environmental changes.

Section V: Social Ecological Model (SEM)

SEM information has been provided for each of the templates. Please do not change.

Section VI: Activities

The activities describe what will be performed in order to achieve a particular objective. These activities are written in general terms to help programs meet their requirements and at the same time follow USDA guidelines. In some cases, activities under certain objectives are optional and will need to be discussed during negotiations with your PM. No additional activities can be added.

Section VII: Responsible Parties

For each activity in the SOW, please specify which staff or sub-grantee will be working on the activity. List staff by actual title (not name) listed in the Budget Justification. Please do not use acronyms.

Section VIII: Deliverables

The *Network* has determined specific project deliverables for each objective and activity. Examples are copies of surveys, survey summaries, meeting and training agendas, event flyers, etc. These should be collected throughout the year and submitted as required with your Semi-Annual/Annual Progress Report.

Section IX: Timeframe

The activity is expected to be completed within the time frame indicated. Most of the objective activities are expected to be completed annually. Some objective activities are staggered throughout the grant period.