

III.	PROGRAM PLANNING AND RESOURCES SECTION
200	Project Synopsis

This Section includes:

- 201 General Information
- 202 Procedure for Submitting Intervention Site Changes
- 203 Procedure for Submitting Newly Developed Materials Changes

201 General Information

The *Network for a Healthy California (Network)* requires Local Incentive Awardee and Non-Profit Incentive Awardee contractors to complete (for renewing contractors) or update (for continuing contractors) a Project Synopsis (PS) (referred to as Project Summary in FFY10) form each Federal Fiscal Year (FFY). This form provides the United States Department of Agriculture (USDA) and the *Network* with comprehensive information about each *Network* contractor for the annual Supplemental Nutrition Assistance Program Education (SNAP-Ed) 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:

- Target audience demographics;
- Projected number of unduplicated participants;
- Educational messages/topics;
- Intervention methods;
- Performance measures/indicators;
- SNAP-Ed intervention sites;
- Coordination efforts;
- SNAP-Ed eligible targeting data;
- Location-based proxy sites; and
- List of new and existing nutrition education materials and curricula to be used.

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

A copy of the PS form is provided in the Appendix. Instructions for completing the PS 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 PS form.

202 Procedure for Submitting Intervention Site Changes

All contractors targeting SNAP-Ed eligibles at 185 percent of Federal Poverty Level (FPL) and receiving SNAP-Ed funding must submit targeting data for each intervention site on their PS form, which is a Request for Application (RFA) form that is updated or renewed annually (Exception: Contractors working under the location-specific proxy criteria which includes Women, Infants, and Children clinics, food banks, food pantries, soup kitchens, public housing, and Supplemental Nutrition Assistance Program/Temporary Assistance for Needy Families job readiness programs). If intervention sites are added or locations changed from the original RFA submissions, contractors are required to request approval from their Program Manager and provide income targeting data for the new sites prior to conducting activities at those intervention sites. Any sites or locations for which required targeting data and data sources are

not submitted in the annual SNAP-Ed state plan or in subsequent plan amendments, and approved by the assigned Program Manager, may be ineligible to receive SNAP-Ed services and in future reviews would result in a disallowance of funding for the contractor. If contractors would like to delete intervention sites from the original RFA submissions, contractors are required to notify their Program Manager.

The USDA Western Regional Office (WRO) will also be approving newly added sites. USDA WRO has expressed concerns regarding the potential duplication of nutrition education efforts delivered by the *Network* and University of California - Food Stamp Nutrition Education Program (UC-FSNEP) in the same intervention sites. It is required that all nutrition education partners (UC-FSNEP/*Network*) communicate, collaborate, and coordinate services at these shared sites to avoid duplication of state share reporting, nutrition education messaging, or delivery strategies. Therefore when identifying a new site, it is important to contact other *Network* programs or the county UC-FSNEP offices to learn more about how and where they are delivering programs and to verify there are not any SNAP-Ed programs being delivered at the proposed location. Contact information for each county UC-FSNEP office is available on the UC-FSNEP website at <http://fsnep.ucdavis.edu/contact-us/county/contact-us/county>.

Effective FFY11, contractors may submit intervention site changes one time per quarter of each fiscal year. The process for contractors submitting changes in intervention sites is as follows:

1. Complete a Site Change Spreadsheet, which is available in the Appendix. The spreadsheet provides tabs at the bottom that identify the three different forms: schools, community, and proxy sites. Contractors should select the form that applies to the type of site change being requested.
 - **Adding or deleting school sites:** Check the column for either adding or deleting the site. For all sites, provide the school district name, County/District/School (CDS) code, and the school site name. For new sites: list the percent free lunch, percent reduced price lunch, and total free and reduced meal percentage; indicate the Scope of Work (SOW) goal, objective, and activities related to the change; describe services provided; and describe impact on budget, if any. For new sites, if there is an overlap with UC-FSNEP then describe the differences in the interventions. A school list of current intervention sites for UC-FSNEP and *Network* is available on the UC-FSNEP website at <http://fsnep.ucdavis.edu/partner-resources>.
 - **Adding or deleting community sites:** Check the column for either adding or deleting the site. For all sites, provide county name, site name, address, type of setting, and census tract. For new sites: list ethnicities served; list the percentage of population at or below 185 percent of the FPL; indicate the SOW goal, objective, and activities related to the change; describe services provided; and describe impact on budget, if any.
 - **Adding or removing a proxy site:** Check the column for either adding or deleting the site. For all sites provide site name, address, and type of setting. For new sites: indicate the SOW goal, objective, and activities related to the change; describe services provided; and describe impact on budget, if any.
2. Submit a completed spreadsheet and updated PS electronically to the Program Manager. For newly added sites, the request will be reviewed by the Program Manager and then forwarded to California Department of Social Services (CDSS) and USDA WRO for approval on a quarterly basis. *Network* project interventions cannot begin until approval is received from CDSS and USDA WRO. The Program Manager will notify the contractor in writing. Contractors should keep written approvals on file in case of audit. For deleted sites, the Program Manager will use this information to maintain current lists of intervention sites (e.g., school list mentioned above) that are shared with USDA.

3. Update Activity Tracking Form (i.e., School Site and/or Non-School Site tabs) with new sites, after approval is received for new sites. The updated form does not need to be submitted to the Program Manager until it is due at the end of the reporting period. For deleted sites it is not necessary to remove sites from the Activity Tracking Form, instead they will not be reported on.
4. Submit SOW revisions or amendments that are needed as a result of site changes, to the Program Manager for approval. If revisions or amendments are needed, these should be submitted after approval is received for new sites.

203 Procedure for Submitting Newly Developed Materials Changes

Contractors are required to list all materials they would like to develop on their PS form, which is a RFA form that is updated or renewed annually. If contractors decide to develop materials not listed on their approved PS form, they are required to submit an updated form to their Program Manager prior to developing the material. Effective FFY11, contractors may submit newly developed material changes one time per quarter of each fiscal year. These requests will be approved by the Program Manager, CDSS, and USDA WRO. If the revised PS form is approved, the contractor may then develop and submit the material to their Program Manager for approval. If materials are developed without prior approval and do not comply with the *Network* guidelines, then the cost of development, production, and printing of such materials may not be paid for by the *Network*. The process for contractors submitting changes in newly developed materials is as follows:

1. Add the newly developed materials to the existing approved PS form, along with any other information (e.g., educational messages/topics, narrative).
2. Submit a revised PS form to the Program Manager. If the Program Manager approves, it will then be forwarded to CDSS and USDA WRO for approval on a quarterly basis. Work on developing new materials cannot begin until approval is received from CDSS and USDA WRO. The Program Manager will notify the contractor in writing. Guidelines for developing new materials are available in Section 400.
3. Contact Program Manager if any SOW revisions or amendments are needed because of changes in developing new materials.
4. Submit newly developed material to Program Manager for approval along with an Educational Materials Checklist and *Network* Document Review and Approval Background form (if applicable), which are available in the Appendix.