

III.	PROGRAM PLANNING AND RESOURCES SECTION
200	Project Summary

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 contractors to complete (for renewing contractors) or update (for continuing contractors) a Project Summary (PS) Form each Federal Fiscal Year (FFY). This form provides the United States Department of Agriculture (USDA) and Cancer Prevention and Nutrition Section with comprehensive information about each *Network* contractor for the annual 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:

- Funding source (for State Share only);
- Target audience demographics;
- Projected number of unduplicated participants;
- Educational messages/topics;
- Intervention methods;
- Performance measures/indicators;
- Food Stamp Nutrition Education (FSNE) intervention sites;
- Coordination efforts;
- FSNE eligible targeting data;
- Location-based proxy sites; and
- List of new and existing nutrition education materials to be used.

The USDA guidelines on FSNE eligible targeting data are provided in Section 401, FSNE Recipient Guidelines. Section 401 also provides information on tools and resources to obtain FSNE 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 (PM) for questions regarding the PS Form.

202 Procedure for Submitting Intervention Site Changes

All contractors targeting FSNE eligibles at 185 percent of federal poverty level and receiving FSNE funding must submit targeting data for each intervention site on their PS Form 6B, which is Funding Application Packet (FAP) 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 Food Stamp Program/Temporary Assistance for Needy Families job readiness programs). If contractors sites are added or locations changed from the original FAP submissions, contractors are required to request approval from their PM and provide income targeting data for the new sites prior to conducting activities at those intervention sites. **As USDA will also be approving these**

sites, one to two months advance notice is recommended. Any sites or locations for which required targeting data and data sources are not submitted in the annual USDA Plan or in subsequent plan amendments, and approved by the assigned PM, may be ineligible to receive FSNE services and in future reviews would result in a disallowance of funding for the contractor. The process for contractors submitting changes in intervention sites is as follows:

- Contact PM when requesting changes in intervention sites prior to starting at the new sites.
- Obtain appropriate income targeting information and add to the existing approved PS (Form 6A and/or 6B as appropriate), including revisions regarding demographics, narrative, etc.
- Submit a revised PS with the new date of submission to their PM.
- The PM will notify the contractor in writing of approval of new intervention sites.
- New intervention sites will be submitted to USDA for approval on a monthly basis.
- Contact PM if the Scope of Work (SOW) needs to be revised because of changes in intervention 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 6B, which is a FAP form that is updated or renewed annually. Effective FFY 2009, if contractors decide to develop materials not listed on their approved PS Form 6B, they will be required to submit an updated form to their PM prior to developing the material. The updated form will be submitted to the USDA for approval on a monthly basis. The contractor will be notified by their PM on whether or not it was approved. If the revised form is approved, the contractor may then develop and submit the material to their PM for approval. If materials are developed without prior approval and do not comply with the *Network* guidelines outlined in Section 402C, 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:

- Contact PM requesting approval for development.
- Add the newly developed materials to the existing approved PS, along with any other information (e.g., educational messages/topics, narrative).
- Submit a revised PS including the new date of submission to their PM. The PM will submit the revised PS Form 6B (and 6A if appropriate) to the USDA for approval.
- The PM will notify the contractor in writing of approval of the proposed newly developed material. Once contractors receive approval they can then begin developing the new material. Guidelines for developing new materials are available in Section 402C.
- Contractors must contact their PM if the SOW needs to be revised because of changes in developing new materials.
- Contractor submits newly developed material to their PM for approval along with an Educational/Promotional Materials Review Form, which is available in the Appendix.