February 2, 2009

Notice to Prospective Applicants

Prospective Applicants are invited to review and respond to the attached Request for Application (RFA) Number 10-LIA/NIA entitled, "*Network for a Healthy California (Network)* Local Incentive Award and Non-Profit Incentive Award Request for Application" (RFA 10-LIA/NIA)". When preparing and submitting applications, compliance with the instructions found herein is imperative.

All agreements entered into with the State of California will include, by reference, General Terms and Conditions (GTC) and Contractor Certification Clauses (CCC) that may be viewed and downloaded at this Internet site: http://www.ols.dgs.ca.gov/Standard+Language/default.htm. If any prospective applicant lacks Internet access, a hard copy may be obtained by contacting the person signing this letter.

If a discrepancy occurs between the information in the advertisement appearing in the California State Contracts Register and the information herein, the information in this notice and in the attached RFA shall take precedence.

I. Application Submission Deadline

Regardless of postmark or method of delivery, the California Department of Public Health (CDPH), *Healthy Network for a Healthy California* must receive applications packages via email no later than **4:00 p.m.** on **April 3, 2009**. Refer to the attached RFA for detailed submission requirements.

II. Mandatory Non-Binding Letter of Qualification and Intent

In this procurement, prospective applicants are required to submit a non-binding Letter of Qualification and Intent (LOQI) by February 27, 2009. New prospective applicants will be assigned a Contract and Program Manager; renewing applicants will retain their existing Contract and Program Manager.

III. Funding Mechanism

The funding for the Food Stamp Nutrition Education Plan (FSNE) is made possible by in-kind contributions from public agencies and non-profits that qualify for federal financial participation (FFP) dollars from United States Department of Agriculture's (USDA) Food Stamp Program. For Every dollar an organization spends on qualifying nutrition education activities, USDA reimburses the Network a dollar. The Network then reimburses each organization fifty cents to enhance their nutrition education program and uses the other fifty cents to fund technical assistance, media and public relations services, a regional infrastructure, materials production and development for participating contractors, evaluation and branded social marketing campaigns and programs. The Network is 100% federally funded through USDA.

Funding for each state fiscal year is subject to an annual appropriation by the State Legislature or Congress and USDA approval of California's State Plan. If full funding does not become available, CDPH will either cancel the resulting agreement or amend it to reflect reduced funding or activities. Continuation of services beyond the first federal fiscal year is subject to the contractor's successful performance. Without prior CDPH authorization, contractors may not expend federal share funds to the subsequent Federal Fiscal Year.

IV. Applicant Questions

In the opinion of CDPH, this RFA is complete and without need of explanation. However, if questions arise or there is a need to obtain clarifying information, put all inquiries in writing and mail or fax them to CDPH according to the instructions in the RFA section entitled, “C. Applicant Questions-Informational Teleconference”.

Thank you for your interest in working together to address public health needs of California’s low-income families during these difficult economic times.

Gilda Carpenter

Sincerely,
Gilda Carpenter, Chief
Administrative Operations Section

Funding Application Package (FAP)
Request for Application (RFA) #10-LIA/NIA

Released February 2, 2009
Applications due April 3, 2009 by 4 p.m.

Network for a Healthy California Local Incentive Award and Non-Profit Incentive Awardee Programs Request for Application

California Department of Public Health
Network for a Healthy California
MS Code 7204
1616 Capitol Ave., Suite 74.516
P. O. Box 997377
Sacramento, CA. 95899-7377

Principle funding is from the United Sates Department of Agriculture Food Stamp Program through the Network for a Healthy California, which is an initiative of the California Department of Public Health. These institutions are equal opportunity providers and employers.

RFA TIMELINE

DATE	ACTIVITY
February 2, 2009	RFA released on website
February 13, 2009	Written RFA questions due by 4 p.m.
February 19, 2009	Informational Teleconference or
February 23, 2009	Informational Teleconference
February 27, 2009	Mandatory, non-binding Letter of Intent due by 4 p.m.
April 3, 2009	Applications due by 4 p.m.
April 13-June 15, 2009	Application Negotiations with Program and Contract Managers
June 15, 2009	RFA Applications Finalized
June 30, 2009	Intent to Award Posted and formal notification provide to all applicants.
July 8, 2009	Appeal deadline by 4 p.m
July 15, 2009	SNAP-Ed State Plan due to CDSS
August 15, 2009	SNAP-Ed State Plan due to WRO/USDA
October 1, 2009	Contract begins

Overview and Purpose

This Request for Applications (RFA) conforms with the California Cooperative Agreement Act and replaces the Funding Application Package (FAP) formerly issued by the California Department of Public Health (CDPH) through the *Network for a Healthy California (Network).* The *Network* is a comprehensive social marketing initiative that enables partners to work together and better serve California's low-income families with children. This RFA begins the process by which CDPH prepares and submits its annual state plan for nutrition education to the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP). SNAP is operated in California as the Food Stamp Program by the California Department of Social Services (CDSS). In this RFA we use the original name, Food Stamp Nutrition Education (FSNE), and the new term, Supplemental Nutrition Assistance Program-Education (SNAP-Ed), interchangeably.

CDPH and the Food Stamp Nutrition Education Program of the University of California, Davis (UCD), work together to submit one SNAP-Ed state plan for California. CDSS contracts with CDPH and UCD to complement its direct food assistance by providing nutrition education targeted to FSNE-eligible Californians. FSNE-eligible persons are those with annual household incomes below 185 percent of the Federal Poverty Level (FPL) who may be current, likely or potential participants in the FSP. (Gross income eligibility for Food Stamps is less than 130 percent of FPL.) *Network* priorities are to increase fruit and vegetable consumption, physical activity, food security (anti-hunger), and disease prevention, starting with obesity.

Funding for the SNAP-Ed state plan is made possible by documentation of non-federal in-kind contributions from public and non-profit agencies that qualify for federal financial participation (FFP) reimbursement dollars from USDA. For every non-federal dollar an organization spends on USDA-approved nutrition education activities, USDA reimburses the *Network* a dollar. The *Network* uses this Federal Share to reimburse each contributing organization fifty cents to enhance their nutrition education and the other fifty cents for state-level activities.

The *Network's* state-level program activities are designed to complement and help other partners achieve their missions. State-level activities include: partner development, coordination and leadership; consultation, training, and technical assistance; mass communications, public relations, and e-communications; regional operations, campaigns and programs; new program development and gap-filling special projects; materials and educational aids; formative and applied research, surveys, and evaluation; and administration. The combination of local assistance contracts, state-level services, and program compliance procedures is aimed at assuring improvements in public health and maintaining federal assistance.

The *Network* is 100 percent federally funded through USDA. This RFA/FAP is how the *Network* solicits the documentation from public and non-profit agencies needed to create the annual state plan for FSNE, prepare local assistance contracts, and secure USDA reimbursement.

RFA/FAP Timeline: For Federal Fiscal Year 2010 (FFY 10) which begins October 1, 2009, the CDPH/UCD SNAP-Ed state plan is due for review to the Department of Social Services by July 15 in order to meet the federal submission deadline to USDA of August 15. All revisions must be final before the new plan is approved to start on October 1, 2009. During the summer, the *Network* also works with its partners so local assistance cooperative agreement contracts with CDPH are fully executed by October 1, 2009.

CDPH encourages all local health departments to respond to this solicitation. *Network* participation strengthens public health leadership capacity, links public agencies that conduct food assistance, agriculture and education programs, and helps maximize local investments in nutrition, physical activity and food security programs to low-income communities. Please contact Carole Pirruccello at (916) 449-5427 or Kelley Maddox at (916) 449-5392 for more information.

GENERAL INSTRUCTIONS

A. Eligible applicants are limited to:

Eligible applicants are limited to:

1. Units of local government agencies including, but not limited to, cities, counties, special districts and other government bodies (e.g., public health departments, health and human services agencies, public school districts, county offices of education, Indian Tribal Organizations, city/county Parks and Recreation). (LIA)
2. State/public colleges or universities also known as institutions of higher education, California foundations or auxiliary organizations that support the universities and colleges and Joint Powers Agencies. (LIA)
3. California public and/or private nonprofit organizations classified as 501(c) (3) tax exempt under the Internal Revenue Code. (NIA)
4. Agencies must be able to provide a budget of at least $100,000 of qualifying nutrition education as state share in order to be eligible for minimum federal share reimbursement of $50,000.
5. New Local Health Departments who are not current LIAs.
6. Local agencies that were previously approved as *Network* Local Incentive Awardees or Non-Profit Incentive awardees. This includes agencies whose three year contracts will expire September 30, 2009.

B. New Health Department Applicant Capability and Expectations

Funding preference will be given to those applicants possessing the following qualifications:

1. At least two years of previous experience in the following areas:
   a. Providing health promotion, nutrition education, and physical activity promotion services;
   b. Designing, conducting, and evaluating programs;
   c. Facilitating community or regional planning involving diverse low-income communities;
   d. Involving nonprofit, private, and public sector partners in the development and implementation of health education and policy initiatives.
   e. Developing health, nutrition and/or physical activity related policies;
   f. Creating communications, marketing, and public relations plans; and
   g. Maintaining business-to-business relations with retail food establishments and worksites with low-wage employees.
2. At least two years of good standing in administrative and fiscal experience managing State government contract funds, subcontracting, and complying with all Federal and

State contract terms described as services in the RFA requirements. A copy of your organizations most recent Financial and Compliance Audit Report will be required to be submitted with your application.

3. Previous successful contract/grant performance with CDHS or CDPH health promotion programs and demonstration of the ability to implement Food Stamp Nutrition Education (FSNE) activities as described in this RFA.
4. Ability and willingness to work cooperatively and in partnership with CDPH/*Network*. This includes working on statewide initiatives and other issues of emerging and immediate importance that may require flexibility and creativity, including shifting resources and priorities on short notice.
5. Capability and history of internally monitoring the quality and timeliness of services delivered, products produced, and steps taken to implement quality assurance measures.
6. An understanding of basic evaluation concepts and applications and the capacity to regularly and accurately complete/submit activity reports, case studies, and other evaluation tools in a timely manner.
7. Ability to work with *Network* target audiences, specifically low-income (185 percent FPL or less) children and adults and low-income Latino, African American, Pacific Asian Islanders, and Caucasian families, as well as ability to engage groups that work with schools, businesses, and other organizations that serve the *Network's* target audience.
8. Ability to acquire and implement complex programs and associated responsibilities in a timely, effective manner.
9. Established, effective systems and financial resources to meet all financial obligations for project start up costs and ongoing operations during the term of this contract.

When determining qualification and other application requirements, *The Network* will consider the combined experience, efforts, and resources of the agency submitting the application as well as any proposed subcontractors. Collaboration between agencies that will implement the various components of the project is highly encouraged.

C. Applicant Questions-Informational Teleconference

Network staff will hold two informational teleconferences regarding this RFA on:
Thursday, February 19, 1:00 pm – 2:30 pm and Monday, February 23, 10:00-11:30. Please submit all questions on this RFA for the informational teleconference discussion to Sarita Lee at Sarita.Lee@cdph.ca.gov . All questions must be received at the *Network* by **4:00 p.m. on Friday, Feb. 13, 2009.**

You may participate in this teleconference by calling (**888) 455-0032.** When asked, say the pass code: **FAP Training**. Please call a few minutes prior to the designated start time.

All questions for the Question submissions must include agency name, contact person, phone number, and fax number. Answers to the RFA questions will be posted on the *Network* web site at http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx shortly after the second teleconference call.

Note: Applicants are responsible for checking the website frequently for any RFA addenda, additional RFA information such as answers to RFA questions, and other helpful information: http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx

D. Letter of Qualification and Intent (LOQI) (Mandatory)—Form 9
Applicants must submit a mandatory LOQI indicating their intent to submit an application. Please note that this letter of intent is not binding, and those submitting a letter may elect not to submit an application. Applications received from anyone who does not submit a letter of intent will not be reviewed. The letter of intent should be submitted on the applicant's letterhead and state the following (at a minimum): organization name, the estimated amount of State Share and anticipated State Share funding sources along with signatures.

Please mail or fax the letter of intent by **4:00 p.m. on Friday, February 27, 2009** attention Sarita Lee.

Mailing address:

California Department of Public Health
Network for a Healthy California
MS Code 7204
1616 Capitol Ave., Suite 74.516
P. O. Box 997377
Sacramento, CA. 95899-7377

Fax Number: (916) 449-5414.

E. RFA Information, Addenda, or Changes
If any clarifications or modifications to this RFA are necessary, all questions and answers, addenda or changes will be posted on the *Network* web site at http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx. It is the responsibility of potential applicants to check the website frequently to keep updated regarding clarifications or changes to this RFA.

F. RFA Application Forms and Instructions
All applications must be received at the *Network* office by **4:00 p.m. on April 3, 2009.** Below is a timeline that includes the documents your organization is required to submit as part of the FFY 2010 Request for Application (RFA) for your contract. Please note that once the new *Guidance* has been received from USDA, the *Network* may be required to update some of the RFA Forms. These will be updated on the *Network* website and notification will be sent to you under separate email if this occurs.

Document Required	Submission Deadline
1. Letter of Qualification and Intent (LOQI)	February 27, 2009
Application Package Required:	
1. Application Cover Sheet/Checklist and Contract Negotiation Availability	April 3, 2009
2. Contractor Information Form	April 3, 2009
3. Budget Cover Sheet	April 3, 2009
4. Budget Justification (including a separate Budget Justification for each proposed subcontractor)	April 3, 2009
5. Scope of Work	April 3, 2009
6. Project Summary	April 3, 2009
7A. Shaping Health As Partners in Education (SHAPE) Letter of Commitment (if applicable)	April 3, 2009
7B. Shaping Health As Partners in Education (SHAPE) Partner Data Form (if applicable)	April 3, 2009
8. Memo of Understanding (if applicable)	April 3, 2009
9. Subcontractor Worksheet	April 3, 2009

All required forms are available in downloadable electronic format on the *Network* website at http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx. This link takes you to the web page where you can download the RFA application forms and instructions. Otherwise, the electronic forms may be requested via email from you assigned Contract Manager or Program Manager.

All completed RFA documents must be emailed to your assigned Contract and Program Manager (CM/PM) by **4:00 p.m. on April 3, 2009**. The LOQI and SHAPE Forms require a signature of the authorized contract signatory or representative and should be emailed initially and then followed by a hard copy sent through the mail to assigned Contract Manager and Program Manager by the stated deadline.

Network staff will review your application and work with your organization on any needed adjustments. Once this step is finalized, you will receive a letter to confirm the *Network's* intent to award and assigned a new contract number. Please display the contract number on all subsequent documents and correspondence related to this contract.

G. Renewing Contractors Growth Criteria

The following criteria will be considered in determining contract growth:

1. Passed Program Compliance Review steps.

2. FFY 07 expenditure rate must be at least 80%.

   - Contractors meeting 80% expenditure rate will be allowed to grow 5% each year
   - Contractors meeting 90% expenditure rate will be allowed to grow 10% each year.

3. Contractors must have submitted invoices through 2nd quarter of FFY 08.

4. Contractors must be in good standing on contract issues:

   - BAR and Narrative submitted and approved prior to or at the same time to invoices/ documents being submitted. If these documents are submitted at the same time, the BAR shift must involve expenditure of allowable costs; otherwise a disallowance may be implemented.

5. Contractors must be in good standing on programmatic issues:

   - All purchases are approved ahead of time (e.g. no asking for BARS after the fact).
   - Progress reports are submitted no later than 1 week after due date or Contractor has asked and received approval for extension and met the extension deadline.
   - Semi-annual Activity Report (SAAR) is completed within two weeks of the deadline or contractor has asked for and received approval for an extension and met the extension deadline
   - Progress reports are complete, satisfactory, and include information on subcontractors.
   - Intervention sites are approved before activities are implemented
   - Participate in Network-sponsored conferences and/or trainings.
   - Youth Engagement activities have been completed (if applicable to contract).
   - CX3 activities have been completed timely (if applicable to contract).
   - Impact Evaluation has been completed timely (if applicable to contract).

H. Contractual Terms and Conditions

Contracts resulting from this solicitation will be cooperative agreements as pursuant to the "Cooperative Agreement Act" (Health and Safety Code, § 38072, sub (a) (13) and California Health and Safety Code Section 104650). The term of the resulting cooperative agreements are expected to be 36 months and is anticipated to be effective from October 1, 2009 through September 30, 2012. Agencies may apply for shorter terms, if desired. Contractual terms and conditions for the resulting awards can be viewed on the *Network* web site at http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx.

The resulting agreements will be of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractors are hereby advised not to commence performance until all approvals have been obtained. Should performance commence before all approvals are obtained, said services may be considered voluntary if all approvals have not been obtained. The *Network's* goal is to have a fully executed contract in place before the contract start date of October 1, 2009, in order to give your organization the maximum time to expend contract funds.

I. Application Review Process

1. Stage 1--Review for Compliance with Mandatory RFA Requirements.

Each application received by **4:00 p.m., April 3, 2009**, will be reviewed to determine responsiveness to and compliance with the requirements described in this RFA. Applications that do not conform to the requirements will be considered non-compliant and will be excluded from further review. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement may lead to rejection of the application prior to the review. In addition, the *Network* reserves the right to waive any immaterial deviation in any application at its own discretion.

2. Stage 2—Contract Negotiations.

Prior to award notification, contract negotiations will begin with the potential contractors in a timely manner. Awards may be contingent on changes in the Scope of Work (SOW), budgets, or other recommendations made by the Contract Manager and Program Manager. The *Network* reserves the right to terminate contract negotiations that are not completed within 45 days from the first negotiation meeting. The *Network* reserves the right to reject any proposed project or project component. The prospective contractor is required to submit the final, negotiated and approved SOW, Budgets, Budget Justifications, and any other necessary documents in accordance with *Network* requirements, which will become part of the formal contract, by Monday, June 1, 2009. Upon completion and approval of the contract through the State approval process, the contract will be fully executed so that work commences by Thursday, **October 1, 2009**.

J. Intent to Award

Applicants will be notified in writing of the Intent to Award by **Tuesday, June 30, 2009**. Appeals must be received by **4:00 p.m. Wednesday, July 8, 2009**.

K. CDPH Rights

In addition to the rights discussed elsewhere in this RFA, CDPH reserves the following rights to:

1. Modify any date or deadline appearing in this RFA.
2. Issue clarification notices, addenda, alternate RFA instructions, and forms.
3. Waive any RFA requirement or instruction for all applicants if CDPH determines that a requirement or instruction was unnecessary, erroneous, or unreasonable. If deemed necessary by CDPH, CDPH may also waive any RFA requirement or instruction after the application submission deadline in writing.

The issuance of this RFA does not constitute a commitment by CDPH to make one or more awards. CDPH reserves the right to reject all applications and to cancel this RFA if it is in the best interest of CDPH.

L. Appeals Procedure

Only those applications that advance to “Stage 2” and are not awarded may appeal. Grounds for an appeal shall be limited to assertions that the *Network* failed to correctly apply the standards for reviewing and evaluating applications as specified in this RFA. Disagreement with the content of the review committee evaluation are not grounds for an appeal. Applicants may not appeal their funding level.

The applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester’s position and the remedy sought. Appeals must be received by **4:00 p.m. on Wednesday July 8, 2009**. Faxes will not be accepted. The appeal must be sent: Re: RFA #10-LIA/NIA

Overnight Courier/Hand Delivery	**General U.S. Postal Services**
Donald O. Lyman, M.D., Chief Chronic Disease and Injury Control Division c/o *Network for a Healthy California* California Department of Public Health 1616 Capitol Avenue, Suite 74.660 Sacramento, CA 95814-5052 Re: *RFA #10-LIA/NIA* (916) 449-5700	Donald O. Lyman, M.D., Chief Chronic Disease and Injury Control Division c/o *Network for a Healthy California* California Department of Public Health P.O. Box 997377, MS 7200 Sacramento, CA 95899-7377 Re: *RFA #10-LIA/NIA* (916) 449-5700

At the sole discretion of the Chronic Disease and Injury Control (CDIC) Division Chief, hearings may be held with the appellants to discuss the appeals, or make a decision based on the written appeal, or both. The decision of the CDIC Chief shall be the final administrative remedy. Within ten (10) working days of receipt of the written appeals, *Network* staff will contact the appellant regarding whether or not the appellant desires an in-house hearing or only a written response. Within ten (10) working days of either a hearing or notification by the appellant that a hearing is not desired, the appellant will receive final written decision from the Division Chief.

M. Disposition of Applications

1. All materials submitted in response to this RFA will become the property of CDPH and, as such, are subject to the Public Records Act (GC Section 6250, et seq.). CDPH will disregard any language purporting to render all or portions of any application confidential.
2. Applications are public records upon their receipt at CDPH. However, the contents of all applications, correspondence, or any other medium, which discloses any aspect of an application, shall be held in the strictest confidence until awards are made. CDPH shall hold the content of all working papers and discussions relating to an application confidential indefinitely, unless the public’s interest is best served by disclosure because of its pertinence to a decision, agreement, or the evaluation of an application. An applicant’s disclosure of this information is basis for rejecting an application and ruling the Applicant ineligible to participate further in the procurement process.

FISCAL FORMS INSTRUCTIONS

Network for a Healthy California (Network)
Local Incentive Awardee (LIA) and Non-Profit Incentive Awardee (NIA) Programs
Budget Cover Sheet and Budget Justification Instructions
FFY 2010 (October 1, 2009 – September 30, 2010)

General Information

The following guidelines should be followed to complete the Budget Cover Sheet (Form #3) and Budget Justification (Form #4) for your *Network* LIA/NIA Program contract for FFY 2010 (October 2009-September 2010). To assist your organization in determining qualifying expenses, refer to *Network* **Allowable and Unallowable Costs** at **http://www.cdph.ca.gov/programs/cpns/Documents/CPNS-II300AllowableandUnallowableCosts.pdf** and the ***United States Department of Agriculture's (USDA) Food Stamp Nutrition Education Plan Guidance***, Federal Fiscal Year 2009, which can be accessed at: **http://www.nal.usda.gov/foodstamp/guidance/Final_2009_Guidance.pdf**. Please note that once released, the FFY 2010 *Guidance* will be updated on the web and all projects will be required to comply with any changes. You will be notified by email if any changes occur.

Instructions for completing the Budget Cover Sheet (FAP Form # 3)

Contractors need to enter their nine-line item budget from FFY 2009 and FFY 2010 in order to calculate the percent difference FFY 2009 and FFY 2010. Please do the comparison for subsequent budget years. (Compare FFY 2000 and FFY 2010, FFY 2010 and FFY 2011, and then compare FFY 2011 and FFY 2012). If the total percentage difference increases or decreases more than 5 percent, contractors must provide justification on the Budget Cover Sheet. (Please note – *Network* Growth Policy restricts the growth of renewing contractors per section G. Renewing Contractors Growth Criteria, page 8). Questions on maximum allowable budget should be directed to your Contract Manager (CM).

Instructions for completing the Budget Justification (FAP Form #4)

A. Budget Justification must be submitted for each budget year that your organization participates in the LIA/NIA program.

The budget justification template is available in Excel and can be downloaded from the *Network* website at **http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx.**

1. List your organization's legal name at the top of each page.
2. List your contract number (assigned to your organization by the *Network*) below your organization's name at the top of each page.

3. Round off dollars and percentages to the nearest whole number.
4. Use the Budget Justification FAP Form #4 that contains both State and Federal Share budgets. If the space provided for the required information is not sufficient, you can modify the rows to add additional information as needed. (e.g.: additional personnel titles and information). When adding rows or columns to the Excel form please make sure and format the cells, rows and/or columns added.
5. Place a revision date in the footer of each page in order to easily identify the most current version.
6. Double check your calculations and do not rely on formulas.
7. Enter in State Share budget items followed by Federal Share budget items for each of the Budget Justification lines.
8. Space allocation, equipment, and non-program related travel must be prorated by full time equivalent (FTE) when staff person is not dedicating 100 percent FTE to the *Network* contract. If costs are required to be prorated, please provide the basis. Example: Project Coordinator is 75 percent on federal share budget; rent for the space occupied by the Project Coordinator must be prorated based on the 75% FTE. The *Network* would only reimburse for 75 percent of the rental costs. In considering total FTE dedicated to *Network* contract, contractors should add both State and Federal Share FTE. If staff is on reduced time base, but dedicated 100 percent to the *Network* with no other funding source for salary and benefits, prorating is not required.
9. **Contractors must adhere to USDA and *Network* deadlines in order to meet required timely submission of *Network* plan to USDA. Failure to comply with the timeline will cause lengthy delays in the contracting process or loss of opportunity to contract with the *Network* altogether.**

<u>Budget Line Item Definitions/Information</u>

Contractors should verify with their appropriate fiscal staff that the following *Network* line item definitions are compatible with their internal line item definitions. Accommodations may be made with the *Network* to place expenses in alternative line items as deemed more appropriate. If needed, such accommodations should be requested by the contractor during contract negotiations and prior to finalizing the budget justification.

A. Personnel Salaries: Describe and justify staffing information for each position budgeted. Contract employees or consultants should <u>not</u> be included in this line item. Include <u>all</u> of the following information:

- **<u>Name</u>** - Enter the employee name(s). If there are more than 8 staff per classification, indicate “multiple staff” and the total number of staff in parenthesis. A list of names is not needed, but should be available upon request.

- **<u>Position Title</u>** - Enter the employee’s “generic title”. This should be one of the titles found on the list of USDA-approved generic position descriptions, which can be located on the Budget Justification.
- If the generic title differs from the employee’s official title, list the official title in parenthesis next to the generic title.

- Note: Using USDA-approved generic titles and generic position descriptions is not mandatory, but is recommended.
- If a position is not filled, indicate “vacant”.

1. **Annual Salary -**
   Enter the annual salary used for each employee. When converting a monthly, semi-monthly, weekly or hourly salary to an annual salary please use the standard 52 week year at 2080 hours/year to make the calculation. Calculations should be based on actual salaries. If use of actual salaries is not feasible due to large numbers of staff, alternative methods of capturing rates must be pre-approved by your Contract Manager. (e.g. average salaries for large numbers of teachers/staff).

   The USDA recommends using an annual salary cap for teachers/nurses or equivalent of $97,157 and an annual salary cap for high level administrative staff of $116,588. This amount represents a median/mean salary range based on a review of *Network*-funded contractors. This maximum rate does not include fringe benefits.

   Using this methodology, contractors can elect to utilize lower salary rates for staff up to this maximum salary rate. For any contractor exceeding the maximum salary rate, the following steps would be required:
   1. Submission of a justification to be included with the submission of the annual plan and;
   2. Review and approval/disapproval by USDA WRO on a case-by-case basis.

   Contractors electing to utilize the maximum rate methodology will still be required to utilize *Network* approved time tracking methodologies and report “actual” salary rates.

2. **Total Full Time Equivalent (FTE) Allocated to *Network* Contract**
   Enter the FTE each employee will spend on allowable *Network* activities (e.g., 20 hours of a 40-hour week equals .50 FTE). Please note: Enter this as a decimal not a percentage. (The FTE should be carried to four decimal places). Tip: You must use a standard 52 week year at 2080 hours to make this calculation even if you are a school district. For example, if the position is budgeted for 48 hours, the FTE would be calculated as 48/2080=.0230.

   If there is more than one staff member listed in one row, the FTE listed should be a cumulative total of the FTEs of all of the positions listed in that row. For example, if 5 nurses are listed in one row and each nurse is budgeted at .10 FTE, the FTE listed for that row should be .50 FTE (5 nurses x .10 FTE).

3. **Percentage FTE Time for Administrative Duties Allocated to *Network* Contract**

Estimate the percentage of time for each employee that is spent on administrative duties. (The percent of time entered for administrative duties + the percent of time entered for direct delivery should add up to the percentage of FTE for each position listed.) Please enter as a percentage (i.e., 50% rather than a decimal - .50FTE).

> **Administrative Duties** are expenses related to personnel positions that perform administrative duties (e.g., processing purchase orders, preparing invoices and State Share Documentation Reports, collecting weekly time logs, and performing general clerical duties, such as answering phones, ordering supplies and preparing correspondence, etc.).

4. Percentage FTE Time for Direct Delivery Duties Allocated to *Network* Contract

Estimate the percentage of time for each employee that is spent on direct delivery or programmatic duties. (The percent of time entered for administrative duties + the percent of time entered for direct delivery duties should add up to the percentage of FTE for each position listed.) Please enter as a percentage (i.e. 50% rather than a decimal - .50FTE).

> **Direct Delivery Duties** are expenses related to personnel positions directly engaged in service/program delivery (e.g., nutrition education in the classroom, food stamp promotion, food demonstrations, community outreach activities, physical activity promotion, nutritional aspects of gardening, etc).

The *Network* is implementing this requirement using the following methodology:

- If the majority of the activities for the staff person are administrative, i.e. an Accounting Assistant, then place all that person's FTE allocated to the *Network* contract under "administrative duties"

- if the person is an Registered Dietitian, working as a Project Coordinator, place that person's FTE allocated to the *Network* contract under "direct delivery duties".

This methodology must be applied consistently in order to meet USDA's requirement.

Example: If a person is working as a Project Coordinator and dedicating .5 FTE, this should be reflected as 50 % direct delivery duties in column.5 of the budget justification (Form #4). If the person is working as an Administrative Assistant and dedicating .75 FTE, this should be reflected as 75 % Administrative Duties in column. 4.

Note: The percentages listed under columns 4 (Percentage Administrative Duties) and column 5 (Percentage Direct Delivery Duties) should equal the FTE listed for each employee(s). For example, if a Nurse is budgeted at .25 FTE, then we should see 25% listed in the Direct Delivery Duties column for that row. Similarly, if 10 Nutrition Educators are budgeted for a total of 2.5 FTE, we should see 250% in the Direct Delivery Duties column for that row.

5. **<u>State Share Total Dollars</u>**
   Calculate for each employee the total amount of dollars allocated as State Share. Annual salary multiplied by Total FTE = Total Dollars. Round off dollars to the nearest whole number.

6. **<u>Federal Share Total Dollars</u>**
   Calculate for each employee the total amount of dollars allocated as Federal Share. Annual Salary (column 2) multiplied by Total FTE (column 3) = Total Dollars (column 8).

7. **<u>Subtotal of Dollars</u>**
   The sum of column 8 for both State Share and Federal Share salary dollars is the Subtotal of Dollars.

8. **<u>Position Description</u>**
   Include a brief description of each employee's duties and responsibilities as they relate to allowable nutrition education and physical activity promotion to FSNE eligibles. There is a list of generic position descriptions approved by USDA on the Budget Justification form #4. These generic position descriptions are listed on the Excel Budget Justification form. Next to each position description title, include the corresponding number(s) in parenthesis from each staff listed under the Personnel Salaries line item that the position description applies to. **Please remove any position descriptions that are not applicable to your organization.** If none of the generic position descriptions apply, add a short position description. **The order of personnel listed in the Personnel Salaries line item should correspond directly with the list of position descriptions.** The *Network* recommends the use of these generic position descriptions as well as inserting the actual organization staff title in parenthesis next to the generic position description.

B. **Fringe Benefits:** Fringe benefits may include expenses such as statutory benefits, a comprehensive benefits package, or other benefits (e.g., medical, dental, vision coverage, long-term disability, accidental death insurance, and a tax-sheltered annuity program). Benefits may be calculated using various rates depending on individual factors. List the type of fringe benefits included and the fringe benefit rate. Indicate the fringe benefit percentage used for calculation on both the State Share and Federal Share budget columns <u>and</u> indicate the total for fringe benefits in the Total Dollars column.

C. **Operating Expenses:** Identify the major areas of operating expenses and provide a detailed cost breakout of these expenses. The detailed cost breakout should include the basis for the calculation. Example: Postage $420 -1000 stamps at 42 cents each for nutrition newsletter to FSNE eligibles). Operating expenses should be prorated based on the FTE dedicated to FSNE. Please indicate the percentage by which you are prorating the expense. Contractors must provide sufficient information on the budget justification to determine that the calculation of FSNE expense was accurate. Operating Expense must be prorated based on FTE of staff incurring the expense.

Operating Expense Formula:

[Total FTE of FSNE Staff/Total FTE of Organization Staff] * [operating expenses]

Operating Expenses include expenses for routine items such as office supplies, communications (telephone, facsimile, email), postage, overnight mail, routine printing and duplication, and space-rent/lease (include formula for calculating space costs). Indicate the total expenses in the State Share, Federal Share and Total Dollars columns. (Note: Non routine and one-time types of expenses should be budgeted under the "Other Costs" line item.)

D. Equipment Expenses: Describe and itemize any equipment expenses and indicate the staff assigned to the equipment. Equipment is defined as non-expendable property used to conduct eligible nutrition education activities, and includes items such as computers, televisions, VCRs/DVDs, cameras, typewriters, furniture, etc. If your equipment will not be used exclusively for allowable *Network* activities or by a 100 percent FTE, then the expense must be prorated by FTE to include only the portion related to nutrition education. If prorating, please indicate the percentage by which you are prorating the expense and the staff the equipment is assigned to specifically . The percent FTE for the staff must match the prorated percentage of the cost. Indicate the equipment expenses in the State Share, Federal Share and Total Dollars columns.

E. Travel and Per Diem Expenses: For each trip, include personnel title and FTE of person(s) traveling, dates of travel, purpose of trip as it pertains to FSNE scope of work, location and approximate cost. The approximate cost should include an expense breakdown for registration, hotel, mileage, meals, parking, and any related expenses. Indicate the travel and per diem expenses in the State Share, Federal Share and Total Dollars column. The reimbursable State Department of Personnel Administration (DPA) mileage rate is 55.0 cents per mile, effective January 1, 2009. Travel and Per Diem expenses included on the Federal Share Budget may be no greater than the current DPA rates as outlined at http://www.dpa.ca.gov/jobinfo/statetravel.shtm.

Staff from your organization should budget for the following applicable training opportunities offered by the *Network*: (These trainings do not need to be prorated and should be paid for with Federal Share dollars.)

1. *Network* Statewide Conference in Northern California;
2. Regional Collaborative Trainings or meetings; and
3. California Conference of Local Health Department Nutritionists (CCLHDN) Annual Meeting (county health departments are required to attend).
4. *CX3* Training (renewing county health departments are required to attend two meetings).

5. (1) Regional SHAPE meeting (school district and county office of education contractors are required to attend. Contractors working with schools are recommended to attend).
6. Impact Evaluation Training (for those contractors with federal share budgets over $350,000).
7. (3) *Network* Sponsored Skill-Based Training – including trainings such as facilitation, sustainability, program delivery, and Harvest of the Month. Each contractor is required to attend one <u>*Network* Sponsored Skill-Based Training</u> each year and should budget for the costs for each contract year.
8. *Network* Fiscal Training
9. *Network* Programmatic Training
10. *Network* Media Training
11. Youth Engagement Training
12. Joint Steering Committee Meetings

Prorate all non-*Network* sponsored travel and per diem by the percentage of FTE for all personnel traveling and again by the percentage of allowable nutrition education and physical activity promotion included in the trip agenda. All non-*Network* sponsored conference/trainings must be prorated, require state approval and are subject to further justification by contractor staff including objective/purpose as it pertains to FSNE scope of work. Please see supplemental Form #4C – <u>Non-*Network* Sponsored Travel Request</u>. For non-*Network* sponsored conferences, *Network* staff will determine the amount to prorate based on content once the agenda has been published and will forward this information to *Network* contractors.

F. Subcontracts: The Subcontractor line is to include both subcontractor and consultant costs. The following information must be provided for both State and Federal Share costs:

- Subcontractor name (if known); list as “TBD” if not known;
- Brief description of services to be provided;
- Basis for the Cost - approximate number of consulting hours and/or days to perform the deliverable that will be contracted for and the hourly/daily rate; and
- Total costs.
- Attach a separate, detailed subcontractor budget justification (subcontractor information only) breaking out the nine-line items. Agencies contributing State Share must use Form #4. Agencies with a subcontractor or consultant paid from the Federal Share budget over $500 and utilizing line items beyond Personnel Salaries must also use form #.4.

If consultant services or stipends are budgeted, provide the following details:

- Consultant name; list as “TBD” if not known;
- Brief description of services to be provided;
- Basis for the Cost - approximate number of consulting hours and/or days to perform the deliverable that will be contracted for and the hourly/daily rate; and
- Total costs.

Subcontractor/Consultant budgets and budget justifications will be reviewed and approved during contract negotiations with the Contract Manager and Program

Manager. If the subcontractor/consultant has not been determined, submit the required subcontract information to the *Network* as soon as the agreement is negotiated with the contractor but prior to execution, so that *Network* staff can review and approve the subcontract for compliance with USDA and CDPH regulations. (Refer to Guidelines Manual, Fiscal Section, 1100 Subcontracts and Consultant Agreements for the required documents). As required by USDA, prior written authorization is required for all subcontracts. No subcontractor expenses will be paid by the *Network* to the agency unless a fully executed copy of the subcontract has been submitted to the *Network* for review and approval. Indicate the subcontract expenses in the State Share, Federal Share and Total Dollars columns. Attach the subcontractors' budget justification and brief project description as part of the application. Use both the Budget Justification Form #4 and Form #10, entitled Subcontractor Budgets to provide the required information. (If Subcontractor Budget is over $500 the subcontractor must use Form #4).

G. Other Costs: This line item includes non-routine, occasional, or one-time expenses such as publications, training, nutrition education materials, and food (for demonstration/taste testing purposes only). Identify the major areas of expense and provide a brief cost breakout of these expenses. Indicate the other costs expenses in the State Share, Federal Share and Total Dollars columns.

H. Indirect Costs: Indirect Costs are defined as expenses not directly or exclusively associated with the project's deliverables such as overhead or allocated expenses. Examples of overhead or allocated expenses include: administrative personnel, bookkeeping, payroll services, janitorial services, insurance, and audit expenses. Describe briefly the expenses associated with this line item. Calculations should be based on rates as indicated below for each budget. Please submit documentation from your fiscal department that supports how the indirect rate was determined and calculated.

- The indirect rate used to calculate this line item should be your organization's standard indirect rate. If your organization has a federally negotiated indirect cost rate, this must be used. USDA requires that State and Federal indirect rate be the same, unless the organization provides a justification.

- If your indirect costs are based on a modified amount, please identify what expenses are not included in your calculations to arrive at your total indirect costs amount; and

- For colleges and universities: Since most services take place off-campus, the off-campus rate is considered most appropriate to use. Only if the majority of the nutrition education activities are conducted on campus may the on-campus rate be allowed.

I. Total Expenses: Enter the sum of line items A through H to reflect total expenses in the State Share, Federal Share and **Total Dollars** columns.-

SCOPE OF WORK (SOW) INSTRUCTIONS

Renewing Contractors: A new SOW is required for your new contract beginning October 1, 2009. The SOW and Federal Share budget must be consistent with one another. All activities and staff must be accounted for in the Federal Share budget.

If you have <u>any</u> questions regarding the SOW, please contact your assigned Program Manager.

A. Formatting Guidelines

- SOW should be either in a Microsoft Word or Microsoft Excel document with minimum font size of 10. CDHS prefers the use of Arial font for readability. Please do not use multiple fonts. Please add a separate formatted page for each objective.
- Each new Goal or Objective needs to address a level(s) of the Social Ecological Model (SEM) and specify the Target Audience.
- On the second and subsequent pages of your SOW, column headings will not appear. Please copy and paste the column headings; e.g., Activities through Timeframe, onto the top of each page of your SOW. Column headers must read correctly and should be given appropriate space to minimize wrapping.
- When adding Goals and Objectives, please copy and paste the Goal, Objective, and SEM level from the first page, and change the text as needed, to reflect the new goal/objective. Your target audience and level of SEM may change as well.
- The numbering sequence should be:
  - Goal 1, Objective 1, Activity 1; 2 etc
  - Goal 1, Objective 2, Activity 1, 2 etc.;
  - Goal 2, Objective 1, Activity 1, etc.;
  - Do not use decimals, dashes, bullets or other symbols to identify goals, objectives or activities.
- There must be a page break between new Goals and Objectives.
- All text must be in the table cells, no paragraphs or notes with asterisks can be inserted at the bottom of the page. Each abbreviation used should be listed in the legend at the bottom of each page.
- The page numbering in the footer should start with “Page 4 of XX”.
- Be consistent when using numbers throughout the document. (use written numbers or the actual numeric symbol). Standard formatting for the narrative sections is to write out the numbers one through ten, and use numeric symbol for numbers 11 and above.
- Utilize computer software spell and grammar check prior to submission.

B. Completion Guidelines

Goals

Every Scope of Work should address the *Network* priorities of: 1) encouraging the consumption of the recommended amounts of colorful fruits and vegetables every day, and 2) promoting daily physical activity. These must appear as goals in the SOW. You may have several objectives that support these goals.

Objectives

Objectives must directly relate to the SOW goals. Objectives guide activities and evaluation by answering the questions who, what, when, where, and by how much. In most cases they should be written in terms of the target audience, not the agency, (exceptions: *Network* Infrastructure Objective).

Objectives should be action-oriented and **SMART:**

Specific: identify a specific event, action or behavior change;
Measurable: quantify the amount of change to be achieved;
Achievable: are realistic given available resources, time and the proposed activities;
Relevant: relate to the goal; and
Time bound: specify a time by which the objective will be achieved.

The *Network* defines two general categories of objectives: process and impact. While all objectives are specific and measurable, whether or not the objective is process or impact will determine what and how it is measured. Objectives should be stated as process or impact, not both.

Process Objectives

Process objectives state who (including how many people reached) will participate, what they will be doing, by what date it will be completed, and where an event will be held. Process objectives measure participation, track program activities and are useful for accountability. *No statement is made regarding producing change in the individual or the environment.*

Example: By September 30, 2010, 200 FSNE eligible residents of XYZ community will participate in five - ten community events, such as health fairs, farmers' markets, and swap meets occurring in qualifying *Network* census tracts.

Who, what, when, where, and by how much:	
Who and how much	200 FSNE eligible residents of XYZ community
What and how much	Participate in one of the five to ten community events, such as Health Fairs, Farmer's Markets, and Swap Meets
When	September 2010_
Where	Qualifying census tracts of the XYZ community

To evaluate process objectives it must be demonstrated that the activities specified in the SOW were completed according to the specified time frame, and the specified number people were reached in an effective way. This is done largely with activity tracking procedures. For more information on evaluating process objectives, please see Guidelines Manual, Section III, Subsection 500, Evaluation.

Impact Evaluation Objective Guidelines
Contractors that receive over $350,000 in Federal Share per contract year are required to include an impact evaluation objective in their Scope of Work. This requirement includes collecting, analyzing and submitting evaluation data from at least 50 individuals who completed both a pretest and a posttest. Reports and data are due to the Research and Evaluation Unit and the Program Manager by July 31 each year unless other arrangements have been approved by the *Network*. Contractors with less funding are strongly encouraged to conduct impact evaluation.

The impact objective must specify the outcome that will be measured. Outcomes include fruit and vegetable consumption and factors that influence it such as knowledge, preference, access, and self efficacy. Contractors must be able to describe how the outcome will be measured and choose a survey to measure change. This survey must be approved by the *Network*'s Research and Evaluation Unit and the Program Manager. No contractor should develop a survey without the *Network's* approval. A sample Impact Evaluation Objective is included in Figure 1 below.

Figure 1: Sample Impact Evaluation Objective for a Three-Year Sow for 4th And 5th Grade Students

Impact Objective: By Jun. 30 20xx, a sample of 4th and 5th grade students at intervention sites will report an increase in fruit and vegetable consumption and an increase in one or more factors related to fruit and vegetable consumption, such as knowledge, preferences, outcome expectations and self-efficacy.

ACTIVITIES	WHO IS Performing Activity	EVALUATION	TIMEFRAME (Month/Year)
1. Select survey materials and review evaluation plan with the *Network's* Program Mangers or Research and Evaluation Unit. Administer pretests to 4th and 5th graders at target sites prior to intervention and posttests afterwards to measure <u>change in factors</u> related to fruit and vegetable consumption. A minimum of 50 pretests and 50 posttests will be matched. Analyze data and write report for the *Network*.	Person responsible for evaluation	Submit report and data	July 31 2010
2. Refine and increase rigor of the evaluation plan in concert with the *Network's* Research and Evaluation Unit. Administer pretests to 4th and 5th graders at target sites prior to intervention and posttests afterwards to measure <u>change in fruit and vegetable consumption and factors related to fruit and vegetable consumption</u>. A minimum of 50 pretests and 50 posttests will be matched. Analyze data and write report for the *Network*.	Person responsible for evaluation	Submit report and data	July 31 2011
3. Refine and increase rigor of the evaluation plan in concert with the *Network's* Research and Evaluation Unit. Administer pretests to 4th and 5th graders at target sites <u>and control sites</u>[1] and posttests afterwards to measure <u>change in fruit and vegetable consumption and factors related to fruit and vegetable consumption</u>. A minimum of 50 Pre-tests and 50 Post-tests will be matched. Analyze data and write report for the *Network*.	Person responsible for evaluation	Submit report and data	July 31 2012

[1]The comparison group should be included if at all possible.

Each year contractors are expected to increase the rigor of their evaluation and refine their evaluation plan to incorporate findings of the previous year. Rigor may be enhanced by increasing sample size, measuring more factors, measuring change in behavior, and/or adding a comparison group. Findings may be incorporated by strengthening the intervention and/or increasing the rigor of the evaluation plan.

Plans for increasing rigor and incorporating findings must be described in an impact evaluation plan prior to beginning data collection. Templates for these plans and many other resources can be found on the web. Visit http://www.cdph.ca.gov/programs/cpns/Pages/ImpactEvaluation.aspx for expectations and resources.

These guidelines apply in most cases. However, due to the diversity of agencies contracted by the *Network* it is sometimes more ethical to modify these guidelines to yield sound evaluation. The *Network*'s Research and Evaluation Unit and the Program Managers will address these on a case-by-case basis.

Infrastructure Objective

All contractors are required to include the *Network* Infrastructure Objective and activities in their Scope of Work. Remove any activities that are not applicable to your contract. See SOW template (Form 5) on the website.

Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (*CX^3*)

Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (*CX^3*) is an innovative program planning framework that is being implemented through *Network* funded local health departments. It involves evaluating the neighborhood environment in relation to a variety of benchmarks known as community indicators. *CX^3* involves taking an in-depth look at a range of neighborhood nutrition factors in 3 – 6 low-income neighborhoods selected by the health department. It follows four steps:

1. Compile localized data to evaluate a neighborhood's strengths and weaknesses in relation to *CX^3* indicators. The data collection consists of mapping (primarily using the *Network's* GIS) and survey work.
2. Set priorities based on localized data.
3. Add or modify one SOW objective based on local data to implement a strategic, community-focused action plan.
4. Track progress over time.

CX^3 is proving to be a powerful way to inspire and facilitate consumer and community empowerment. It is an opportunity to collect real-world data on neighborhoods, information that helps evaluate the (1) access, availability and quality of various food sources and (2) marketing cues and promotion of foods around schools in low-income neighborhoods. Six health departments were pilot sites in FFY 2006, reviewing and testing the *CX^3* tools and methodologies that have been revised for use by renewing health departments. As of FFY 2009 over 20 Network funded health departments have been or are currently involved in *CX^3*. The local health

departments tapped into an array of existing resources to collect data, and approaches include engaging neighborhood youth, Promotoras, public health nurses, student interns, and staff.

The *CX*^{3} data collection process, which takes place over a three to four month period, requires time for coordination of the field survey work, training, and oversight. Pilot sites have recommended that between a .3 - .5 FTE staff member with appropriate skills (e.g., MPH or master's work involving research) is assigned data collection oversight responsibility. In addition, it is recommended that someone with this level of responsibility or higher oversees overall *CX*^{3} planning, coordination and implementation of appropriate strategies, which are designed to fit the empowerment approach.

Renewing contractors are expected to repeat *CX3* assessments. Please check with your Program Manager and Contract Manager regarding the *CX3* required SOW language and budget information.

Youth Engagement Objective
For contractors who plan to add a Youth Engagement project to the SOW, a templated Youth Engagement objective is provided with templated activities. This is located on the *Network* website along with all the reapplication forms. The form number is 5F, Youth Engagement SOW Template. If you plan to conduct Youth Engagement you can cut and paste the template into your SOW.

Teacher Training Objective
A Teacher Training Scope of Work Planning Tool is available for contractors conducting teacher trainings. The purpose of this tool is to provide suggested language when developing an objective for teacher training. The intent is that this tool not be used "as is" but to be used as a prompt to identify activities that best meet the needs of the district's teaching staff. This is form is located on the *Network* website along with all the reapplication forms. The form number is 5G, Teacher Training Tool.

Social Ecological Model (SEM)
Please check all the spheres of the SEM that apply for each objective.

Target Audience
All activities and materials conducted and/or developed under both State and Federal Share budgets must be targeted to Food Stamp Program eligible persons. Projects may include activities that benefit other low-income persons as long as at least 50 percent are Food Stamp Program eligibles, or have household incomes at or below 185 percent of the Federal Poverty Level. Targeting data must be included in the Project Summary form. For the "Target Audience" line on the SOW, identify racial/ethnic groups targeted and specific age groups for each objective. The infrastructure objective page of the SOW can state, "See Project Summary".

Activities
Network funding may be used to provide behaviorally focused nutrition education, and physical activity promotion to Food Stamp Program eligible persons and other persons living at or below 185% Federal Poverty Level. To ensure that proposed activities meet USDA guidelines for

program funding, please review the “Allowable and Unallowable Chart” on the application web site link. Allowable/Unallowable costs apply to both State and Federal Share budgets. All physical activity promotion and food stamp program promotion activities must be in the context of nutrition education, not separate activities on their own. Additionally, projects may promote Food Stamp usage however, they may not include outreach activities such as prescreening Food Stamp applicants, conducting outreach workshops, etc. Breastfeeding activities must be planned and implemented in collaboration with WIC, and must supplement, not supplant, existing WIC activities. *Network* Contract and Program Managers will assist you throughout the application process to identify activities that qualify for *Network* funding. (You are also encouraged to review the *USDA Food Stamp Nutrition Education Plan Guidance* located on the web page at: http://www.nal.usda.gov/foodstamp/National_FSNE.html)

Activities describe concisely what will be performed that will lead to the achievement of the objective. The *Network* provides additional funding (Federal Share Funding) for contractors to enhance or expand (State Share) nutrition education and physical activity promotion activities or to develop new activities. It does not allow a LIA/NIA contractor to use Federal Share funds to pay for existing State Share activities (i.e. supplantation).

The activities should describe:

- What will be done: Briefly describe the nutrition education/physical activity promotion/nutrition assistance program promotion planned;
- How much will be done: Quantify the amount of work to be performed to justify the budget request. Contractors are encouraged to use ranges (e.g., three to five trainings). Indicate the length, frequency, and number of meetings, classes, trainings, etc. that will be conducted; and
- Where the activities will occur: Indicate the geographic location or site(s) where activities will occur, especially if the same activity will be conducted at multiple sites.

If there are different audiences targeted for different activities, incorporate each audience for each activity as appropriate.

Do not use nutrition education reinforcement items (NERI) and promotional item wording in the SOW. If any nutrition education materials, nutrition reinforcement items or promotional items must be noted in the SOW, then use the following language, “**Nutrition Education Materials required for the delivery of critical program services which *have prior California Department of Public Health approval and must comply with all State and Federal safety requirements with respect to production including Prop 65 requirements for lead content.***”

Responsible Party

For each activity in the SOW, please specify which staff will be working on the activity in this column. List staff by title or acronym for title e.g. PHN, RD, not name. Position titles and acronyms listed must be consistent with those listed in the Federal Share Budget Justification. Acronyms must also be included in the legend as part of the SOW.

Evaluation
Refer to Guidelines Manual, Section III, Subsection 500, Evaluation, for more details on which type of evaluation to conduct based on your objectives. Specific project deliverables such as summary reports, summary of qualitative event evaluations etc. should be listed here. Your Program Manager can assist you in identifying specific deliverables if you have questions. These products are submitted with annual and final reports, unless otherwise noted.

Timeframe
Specify an estimated timeline for the completion of each activity, including both month and year. Be consistent in the format of date documentation throughout the SOW and use the complete 4 digit representation for the year (20XX). Do not use the entire year as the timeframe unless this is accurate. Please carefully estimate the actual date range whenever possible.

Example: Oct. 2009 – Sept. 2010 or 10/2009 – 9/2010.
Do not use the following terms “ongoing, annual, annually, seasonal terms (e.g., Spring, Summer).

Legend
The California Department of Public Health (CDPH) Contract Management Unit (CMU) requires that there be a Legend at the bottom of each SOW page, which includes the acronyms used for personnel positions and for the entire SOW, not just the acronyms used on each individual page.

PROJECT SUMMARY INSTRUCTIONS

The *Network for a Healthy California (Network)* requires contractors to submit a Project Summary each year. This form provides the United States Department of Agriculture (USDA) and the Cancer Control Branch (CCB) 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.

Instructions for the Project Summary are provided below. Since these forms are designed for data collection, we cannot allow for formatting changes. Your Project Summary needs to be approved by both the Program Manager (PM) and Contract Manager (CM) to ensure all entries are within the approved Scope of Work and that it is consistent with the Budget Justification for FFY 2010. Refer to the instructions as you complete your Project Summary and please call your assigned Program Manager if you have any questions regarding filling out this form. Submit your Project Summary forms to your Program Manager and Contract Manager by April 3, 2009.

Overview: Unless otherwise noted, follow these three general guidelines:

- Your responses are based on the nutrition education activities you conduct with both your State Share funding and your Federal Share funding.
- Check all boxes that apply or type in text.
- If you check an "Other" category, specify the information requested.

Form 6a (Microsoft Word document)

Contractor Name: Enter the name of your agency as it appears on your contract.

Project Title: If your agency has more than one contract with the *Network,* enter the name of your *Network* project. Otherwise, leave this blank.

Contract #: Enter your *Network*-assigned contract number.

Date Submitted: Enter the date the form is submitted to the state *Network* office.

1) **Target Audience (State and Federal Share):** Check all the boxes that apply to your target audience and enter the percentages for gender, ethnicity, language and age groups. Within each area (gender, ethnicity, language, age group), the percentages should sum to 100%. Please round percentages to the nearest percent and do not use decimals.

   Languages: Enter the primary language of the Target Audience. Primary language refers to the language most frequently used by members of the Target Audience.

   Participants: Enter an estimate of the projected number of unduplicated participants. This count refers to the actual number of participants served, with each individual counted **only once**, no matter how many times they receive a service. For example, if David attends a 6-session nutrition education class series, he would be counted as one unduplicated participant.

2) **Key Educational Messages/Topics (State and Federal Share):** Check the key educational messages your program addresses. All contractors must include "Fruits and Vegetables" as a key message. Food Stamp promotion activities apply to the "Other" category.

3) **Key Methods (State and Federal Share):** Check the primary methods that apply to your program.

Website: If your agency has a *Network*-funded webpage/site, please enter the website address.

Print Media: Print media may include, press releases, media alerts, media tip sheets, editorial articles or letters, kiosk or poster displays, advertisements on billboards and bus stops.

Nutrition Education Classes, Community Education Events, Training/Workshop/Conference, Point of Purchase, or other direct education: For the methods where you have direct contact with your target audience(s), please estimate the frequency and average duration of the interventions. If multiple interventions fall under one method, enter the average duration, not the sum for that method. See the example provided on the following page.

Other: XX activities are an example of methods that would be included here.

Example:

Nutrition Education Classes – **Your agency presents an estimated 200 nutrition education classes per year. Class duration ranges from 30 minutes to 2 hours, with an estimated average duration of 1 hour. Under the 'Frequency' column enter 200 and under the 'Duration' column enter 1. Units for the Duration column are in hours.**

Trainings/Workshops/Conferences – **Your agency holds 8 teacher trainings throughout the fiscal year. The average duration of the 8 trainings is 1 hour and 30 minutes (1.5 hours). Enter 8 under 'Frequency' and 1.5 under 'Duration.'**

Other Key Methods are filled in below as examples.

3) Key Methods

		Frequency	Duration (in hours)
☐ Advisory Council/Task Force (specify): _____	☒ Nutrition Education Classes	200	1.0
☐ Internet/Web Sites website address: _____	☒ Community Education Events	4	3.0
☐ Print Media	☒ Training/Workshop/Conference	8	1.5
☐ Radio	☐ Point of Purchase	_____	_____
☐ TV	☐ Other (specify): _____	_____	_____
	☐ Other (specify): _____	_____	_____

4) **Modification of Project Methods/Strategies (State and Federal Share):** If your project will not be modifying the project methods and strategies from FFY 2009 to FFY 2010, please check "We have not modified our methods/strategies." If you will be adapting or changing an identified intervention/project method or strategy for FFY 2010, please check all appropriate boxes. For example, if recent research indicates that your current activities or delivery sites are no longer the most appropriate avenue for reaching your target audience, check the box for "Utilizing Recent Research and/or Program Evaluation Results." If the existing categories do not accurately reflect your program modifications, use the "Other" category to specify the reason you are making changes.

5) **Key Performance Measures/Indicators (State and Federal Share)**: List the key measures/ indicators of implementation or performance that you will capture or collect. For Federal Share activities this could be the type(s) of evaluation you will perform, as well as a description of the specific indicators your project intends to measure (knowledge, changes in behavior, skill improvement, new partnerships, organizational change, etc.), as well as process indicators. For State Share activities process methods such as attendance would be appropriate. Please limit to 100 words.

6) **FSNE Delivery Sites by Type of Setting (State and Federal Share):** For each type of setting your project targets, enter the number of different sites/locations. For example, if your agency plans to conduct nutrition education at three food stamp offices, enter "3" in the space before "Food Stamp Offices." If your nutrition education intervention and/or activity involve more than one location, choose the location that best reflects the primary delivery of service or the group you are attempting to reach. For instance, if you are a school contractor or a contractor working in schools and you have nutrition education activities in a school garden or school clinic, please use the school category, not gardens or clinics.

   In general, a site should only be listed under one location; however, a site can be listed twice if the site is used to conduct activities for more than one target audience. For example:

   - If a preschool and an afterschool program are housed at the same location, list them separately under "Preschools" and "Afterschool Programs."

   - If your afterschool program is housed at a K-12 school site and no other nutrition education activities are conducted during regular school hours, only list under "Afterschool Programs."

   - If your program reaches both parents and students at the same school, then list the school twice under "Schools – students (K-12)" and "Schools - adults/parents."

7) **Coordination Efforts (State and Federal Share):** Describe efforts to coordinate, compliment, and supplement other local/regional programs in order to deliver consistent behavior-focused nutrition messages. Include participation in *Regional Collaboratives* of the *Regional Networks for a Healthy California,* a County Nutrition Action Plan (CNAP), or other local coalitions addressing the FSNE population. Please state that written agreements are attached if you submitted Memorandums of Understanding (MOUs) with your application packet. If your MOU's are expiring or you need new MOU's, contact your Contract Manager. This section should be limited to 100 words.

8) **Project Narrative (State and Federal Share):** The narrative is a brief description of your overall FSNE program, covering main intervention approaches and highlighting any unique aspects of your project. Please complete as appropriate to reflect your planned FSNE activities. Write in the third person (do not use “I” or “we”), do not use bullets, and limit to 200 words.

9) **Income Targeting Data Source (State and Federal Share):** Enter the data source(s) you use to qualify your target audience(s) to meet the ≤ 185% Federal Poverty Level (FPL) requirement. If you are using census tract data, complete Section 11 on Form 6b. School-based contractors and other contractors working with schools should use free and reduced price meals (FRPM) enrollment data found on the Renewing Contractor *Network* webpage (www.cdph.ca.gov/programs/cpns/Pages/ContinuingFAP.aspx) to verify that each school site qualifies (at least 50 percent of the student body must be enrolled in FRPM Program). This information should be reported under Section 12 on Form 6b.

10) **Location Based Proxy Sites (State and Federal Share):** Check all boxes that apply and indicate the percentage of your target audience that are at these locations. No additional targeting data are needed for these delivery sites.

Form 6b (Microsoft Excel spreadsheet)

Note:

- *If you are planning to cut and paste information into the spreadsheets from a Word document, it is recommended that you use the "Paste Special" function located under the Edit menu and select "Text" from the list provided in the Paste Special dialog box. Form 6b is protected so that the user can only make certain modifications. As a result, if you try to copy and paste information into the spreadsheet from a Word document without using Paste Special, you will not be able to edit the information once it is pasted.*
- *When printing it is recommended that you specify which pages you would like to print in the page range section of the Print dialog box. Otherwise, you may print excess pages or may not print all of the pages containing the information.*
- *You will only be able to enter information into the cells with a white background.*

Date Submitted, Contractor Name, and Contractor Number: Information must match the contract information provided on Form 6a. Do not attempt to type in the grey area.

11) **Intervention Site Census Tracts (State and Federal Share):** Using the *Network* Qualifying Census Tracts database located on the *Network* Funding Application webpage, identify and enter the qualifying census tracts your agency plans to target. There are drop-down boxes for the County and Ethnicity columns. For each census tract you are targeting, enter the county, the qualifying census tract number, ethnicity (e.g., "All Races," "Black or African American," "Hispanic or Latino"), and the percentage of the target audience at or below 185% FPL. Enter in actual percentages out to two decimal points. Do not round numbers.

    Ethnicity: If you are using an ethnicity for your census data (vs. "All Races"), you need to make sure the ethnicity matches the ethnicity data you entered in Form 6a, Section 1 (Target Audience).

    School Sites: List the census tract of the schools that qualify by census tract, but not by FRPM data. Please **do not** include qualifying school sites if you are not conducting *Network* activities there.

    Note:

    - The *Network* Qualifying Census Track database is available online at: (www.cdph.ca.gov/programs/cpns/Pages/ContinuingFAP.aspx).
    - You may also use the *Network's* GIS system to verify the location of a census tract listed on the *Network* Qualifying Census Tracts database.
    - For detailed instructions on how to use GIS to determine if a physical address is in a qualifying census tract go to the GIS Quick Reference Tutorial PowerPoint on the Continuing Contractor *Network* webpage listed above. Below you will find a brief overview of how to determine if a location qualifies.

1. Go to the *Network* – GIS Map Viewer website: http://www.cnngis.org.
2. Click on "**Launch Map Viewer**" at the bottom of the webpage. It will take a couple of seconds to load the site.
3. On the right side of the screen, there are five tabs: Map Layers, Locate, Advanced, Layer List, and Legend. If not already selected, click on the Layer List tab.
4. Click on the box to the left of "**Admin. Boundaries**." A drop down list of options will appear. Scroll down to "**Administrative Divisions**" to find "**2000 Census Tracts**." Click on the white box (a check will appear in the box).
5. Scroll down to "**Demographics**" and click on the box to the left of "**Demographics**." A drop down list of demographic options will appear. Scroll down to "**Economic Indicators**" to find "Proportion <185% FPL - All Races." Click on the white circle (a dot will appear inside the circle). Specific target groups may be selected such as "Proportion <185% FPL – Hispanic." Next, click on the blue circle with the white "i" adjacent to the white circle, the blue circle will change to gold.
6. Click on the "Locate" tab. Enter the address of the intervention site. Click on "**Search**." A list of addresses may appear, click on the correct address with the highest score. A map will load onto the screen.
7. Move the cursor to the map and center the arrow (not the "i") over the star and click.
8. A pop-up box should appear that lists data including the census tract number and percent of the population (by all races) that are less than 185% FPL.

   Note: If a pop-up box does not appear, your security settings may be blocking your pop-ups. To bypass this, hold down the Shift key when clicking on the star. A pop-up box will appear on the screen.
9. In instances where a site/location is not located in a qualifying census tract, census block group data can be utilized as an alternative method to determine whether a project is located in a qualifying area. Block group data is only available for All Races at 125% FPL and 185% FPL. To activate the block group layer follow the instructions to "Select Map Layers." This time scroll down to "Economic Indicators" and select either "BG Proportion <185%FPL – All Races" or "BG Proportion <125% FPL – All Races."

If you are not using census tract data, you must identify in Sections 9 and 10 on Form 6a the qualifying data source(s) you are using to verify your delivery sites meet the ≤ 185% FPL requirement. If you check "Other," you must indicate the data source and estimate the percentage of your target audience that is ≤ 185% of FPL.

12) Free and Reduced Price Meal/GIS Income Data (State and Federal Share): (*Only for School Districts, County Offices of Education and other contractors working in schools. If you do not work in schools, skip this section)*

Enter the name of the school district, the County Code, District Code, School Code, the name of the school site, the percentage of students enrolled in Free Meals, the percentage of students enrolled in Reduced-Price Meals, and the combined percentage of Free and Reduced Price Meal (FRPM) enrollment for each school site **where interventions are occurring**. Please **do not** include qualifying school sites if you are not conducting *Network* activities there. To provide a consistent reference point for USDA auditing purposes the *Network* has provided the most current (October 2007) FRPM data from the California Department of Education (CDE) in a modified, user friendly format located on the *Network* website at: www.cdph.ca.gov/programs/cpns/Pages/ContinuingFAP.aspx. Use the *Network*

Excel database as your source for the FRPM data. Do not use the CDE website information, which may change during the application period. The USDA will be using the *Network's* FRPM database to check your data and differences may require clarification, possibly delaying your application process.

Note:

- Enter in actual percentages out to two decimal places. Do not round numbers.
- For County, District and School codes, please make sure to include the leading zero.
- If you decide to copy and paste the FRPM percentages from the *Network's* FRPM database, you **MUST** use Paste Special and select "Values" from the Paste menu.

If you cannot qualify a school site using the data from the *Network* website and you believe that more current FRPM data from the school site would qualify the school, your next step would be to contact the Food Service Director of the site to obtain the most current FRPM data. If the food service data qualifies the school site please take the following two actions. 1) Enter the school information and FRPM data as noted in the instructions above. 2) Next to the school name write in "(School Food Service)" and include the month and year of the FRPM data being used. This notation will indicate that you are not using the *Network* FRPM data but more current school food service data. In addition, email or fax the documentation of the food service data to your Program Manager. See example below.

					Free and Reduced Price Meals Program Enrollment		
School District Name	County Code	District Code	School Code	School Site Name	%Free	%Reduced	% Free and Reduced
Los Angeles Unified	19	64733	6108641	San Miguel Elementary (School Food Service, December 2008)	80.04%	12.11%	92.14%

If you cannot qualify your school by using the *Network* FRPM database or by more current school food service FRPM data, the next option is to search the *Network* GIS system for the specific census tract which includes the school site to determine if the percentage of the target audience in that census tract is ≤ 185% FPL. Instructions for using the GIS are above (see Section 11) and on the GIS webpage (www.cnngis.org). Enter the school district name, County, District and School code in their respective columns. Under "School Site Name," enter the School Site Name and add the qualifying census tract number in parentheses. The census tract number should also be entered in Section 11 above. Leave the % Free, % Reduced, and % Free and Reduced columns blank. See example below.
If you cannot qualify your school site by census tract it may still be possible to qualify the school by census block. To obtain more information on how to qualify a site by census block contact your Program Manager.

					Free and Reduced Price Meals Program Enrollment		
School District Name	County Code	District Code	School Code	School Site Name	%Free	%Reduced	% Free and Reduced
West Contra Costa Unified	07	61796	6005045	Wilson Elementary (06013371000)	80.04%	12.11%	92.14%

13) **Use of Existing Educational Materials (State and Federal Share):** Fill in the Source, Title and Language(s) of the materials you plan to use and list each material once. Educational materials that have reference to chronic disease prevention (e.g. diabetes, heart disease, etc.) must be used for health promotion activities aimed at primary prevention of disease, not for secondary prevention interventions or medical nutrition therapy.

For contractors Working in Schools: Please utilize the Recommended Curricula for Nutrition and Physical Activity Instruction Kindergarten through Grade Twelve and the Recommended Supplemental Instructional Materials for Nutrition and Physical Activity Kindergarten through Grade Twelve documents posted on the *Network* website. We recommend using at least one nutrition curriculum that serves as the foundation for the overall nutrition instruction plan. The recommended curricula were selected on the following criteria:

- Aligns with grade-level nutrition and physical activity California Health Education Content Standards (CHECS);
- Appropriately addresses the knowledge and skill standards for nutrition and physical activity;
- States that lessons are organized for planned, sequential instruction;
- Provides lessons for specific grade levels;
- Integrates or provides connections with other content standards (e.g., science, math, language arts); and
- Meets the standards set forth by the California Healthy Kids Resource Center (CHKRC) and is included in the CHKRC collection.

In addition to curriculum, please include all applicable supplemental instructional materials used to provide activities and extend skills and concepts introduced by nutrition and physical activity promotion curricula. The recommended supplemental materials were selected on the following criteria:

- Aligns with MyPyramid, 2005 Dietary Guidelines, and current Nutrition Facts label;
- Includes lessons and activities aligned with grade-level nutrition and physical activity California Health Education Content Standards (CHECS);
- Appropriately addresses the knowledge and skill standards for nutrition and physical activity; and
- Meets the standards set forth by the California Healthy Kids Resource Center (CHKRC) and is included in the CHKRC collection.

Please note that some curricula and instructional resources encompass a broader scope than FSNE. To ensure FSNE allowability, *Network* agencies should review these resources to ensure compliance with Sections 402 and 607 in the LIA/NIA Guidelines Manual.

The Source column has a drop down list that may be used if applicable. Pre-approved contractor developed materials should be listed as a “contractor developed” under “Source.” If the source is not listed for a specific material you may type in the source manually. Doing so will result in a warning that the data entered is not on the drop down list. Click on “Yes” to exit the dialog box and keep the data entered.

Adapted or revised materials, such as Harvest of the Month newsletters, should be listed with the appropriate source (Harvest of the Month) and should specify under the “Title” column that the material has been modified, adapted or revised.

14) **Development of New Educational Materials (State and Federal Share):** Enter the title of any new materials that you plan to produce, a 25-word or less description of the materials, and a brief justification of the need and the resources required for development of the material. Before developing new materials, the *Network* requires contractors to research and identify existing nutrition education and physical activity promotion materials for use in their program. If existing educational/promotional materials are examined thoroughly and none are found to fit the program or target audience, contractors may use *Network* funds to develop new materials, but only with prior approval from your *Network* Program Manager and USDA.

LIA/NIA COLLABORATION AND PARTNERING GUIDELINES

LIA/NIA Collaboration and Partnering Guidelines can be found on the *Network* web site along with the RFA documents. This document contains a sample memorandum of understanding (MOU) for LIA/NIA contractors to use when collaborating with partners (Form #8 Memorandum of Understanding). Remember - if you list a partnering agency in Section #8, Coordination Efforts of the Project Summary Form, you are required to submit a MOU for that partnership.

1. **Collaboration and Partnering**
Effectiveness of nutrition education can be greatly enhanced through collaboration and partnership with others interested in promoting health and nutrition in FSNE eligible populations. Such collaboration and partnership can result in delivery of more uniform messages targeting key community nutrition issues and can facilitate use of multiple channels for communicating those messages to the public. Participation in your *Network* Regional Collaborative is another way to collaborate with other community partners.

2. **Policies Regarding Collaboration between Public Organizations for LIA/NIA Contracts**
The following policy statements must be adhered to if a public or non-profit organization chooses to formally collaborate or partner with another public or non-profit organization as part of an LIA/NIA contract. Adherence to these policies is especially important during the timeframe of development, review and approval of State Share and Federal Share Budgets and Scopes of Work for the LIA/NIA contract for the following fiscal year.

3. **Policy Statement #1**
The Project Coordinator of a lead organization responsible for the administration of a LIA/NIA contract with the *Network* must provide evidence of a proposed partnership or collaboration with other public or non-profit organizations in the form of Memorandum of Understanding (MOU) or Letters of Agreements (LOA) between the respective parties. Such documents must be submitted as part of the initial Application package for review and approval by the *Network*.

An MOU or LOA, at a minimum, should contain the following written elements:

a. Names of the collaborating/partnering organizations.
b. Specification of the total State Share dollar amount (if applicable) being proposed by the organization collaborating /partnering with the lead organization along with a statement that none of those funds are federal funds or funds being used to match other federal funds.
c. Description of the major proposed activities.
d. A statement that no portion of the proposed State Share funds is being counted more than once, or for another State agency, LIA/NIA contract, or for a University of

California Cooperative Extension Food Stamp Nutrition Education Program (FSNEP) activity, during the term of the contract.

e. A statement that the collaborating/partnering organization will provide State Share and Federal Share Budget documentation as requested by the lead LIA/NIA organization and/or the *Network.*
f. None of the activities funded through Federal or State FSNE budget shares supplant existing nutrition education efforts or funding.
g. Additional coordination with CDPH Nutrition Education Consultants will be required for any school-based programming funded at the state or local levels.
h. Signature(s), titles, and dates provided by authorized officials of the collaborating/partnering organization and the lead LIA/NIA organization.

4. **Policy Statement #2**

The Project Coordinator of a lead organization for an LIA/NIA contract may not collaborate or partner with components or parts of other current or potential LIA/NIA project contractors as part of their LIA/NIA contract (including State Share budget funds and SOW activities), without the express written approval of the other organization. The approval document must be on the other organization's letterhead and signed and dated by an official with signature authority and addressed to the lead organization's administrator or LIA/NIA Project Coordinator. These documents must be submitted to the *Network* as part of the initial application and State Share budget. For example, a lead organization for an LIA/NIA contract must not propose the use of State Share dollars or a collaboration with individual schools or other school district programs within the parent school district unless the appropriate level official within the district approves the use of State Share funds following the procedure described above.

The Project Coordinator of the lead organization is also responsible for the program and fiscal integrity of the overall LIA/NIA contract, including partner organizations or components of partner organizations. The Project Coordinator also must guarantee access to the State Share documentation residing in the partner organizations to assure the *Network's* funding source (USDA) of actual expenditures of State Share funds that leverage *Network* USDA Federal Share funds.

5. **Policy Statement #3**

The USDA Food Stamp Nutrition Education (FSNE) funds both the *Network* and UCCE Food Stamp Nutrition Education Program (FSNEP). Both programs target FSNE eligible consumers for community-level interventions in the state. However, strategies by each agency are usually different, with the *Network* including a more synergistic approach including multiple channels to improving nutrition, physical activity and promotion of the Food Stamp Program and FSNEP focusing on individual level nutrition education. However, many *Network* agencies do both styles of interventions. Close communication between local FSNEP and *Network* contractors in a community is necessary to avoid duplication of services, potential double reporting and inaccurate documentation of State Share time and resources. This local communication can also result in synergies in the areas of resource allocation and community interventions.

Both the Network and FSNEP target schools where over 50 percent of the students are enrolled in Free and Reduced Price Meals, as well as other qualifying community sites. In developing budgets and planning locations for Network school interventions, we expect local collaboration between Network contractors and local FSNEP offices. Prior to submitting an application to the Network, we recommend Network contractors contact local FSNEP offices to ascertain FSNEP intervention sites for the upcoming Federal Fiscal Year. A listing of local FSNEP offices can be found at http://ucanr.org/ce.cfm.