



2009 LFNE RFA Questions

1. Q: I recently heard that Power Play! activities at farmers' markets are unallowable because shoppers are considered "a captive audience" since only fruits and vegetables are available for purchase. Is it allowable for LFNE projects to still conduct nutrition education activities and taste tests at farmers' markets in qualifying low-income census tracts?

A: Yes, it is allowable to conduct nutrition education activities including Power Play! activities at farmers markets but only in low-income census tracts.

2. Q: If I wanted to extend Harvest of the Month into the home I understand it's allowable to do tastings only. That would mean if we were trying to target a typical family of 4, then it'd be allowable to create a kit with nutrition education materials and enough produce items for a family of 4 to sample the highlighted produce, correct? I would not be doing house calls. It would be a family nutrition education packet with supplies for a tasting of the produce of the month. It would go home with the students once a month.

A: That is correct: taste tests for four individuals could be included in the packet of educational materials to be distributed to the family.

3. Q: Can you confirm that local governments can apply?

A: Please refer to the RFA, page 3, Section D: "Who May Apply" Applicants must be California-based, non-profit, community-based organizations... [that can] provide proof of non-profit status as part of the response to the RFA (For example, a copy of your signed 501(c)3 IRS form)". Public agencies/local governments are public, not non-profit, organizations.

4. Q: A City Public Health Department is currently an LIA (Local Incentive Awardee) of the Network. It funds a budget enough for one FTE, would the grant you are offering be available to our department to expand our current program?

A: Please refer to the RFA, page 3, Section D: "Who May Apply" Applicants must be California-based, non-profit, community-based organizations... [that can] provide proof of non-profit status as part of the response to the RFA (For example, a copy of your signed 501(c)3 IRS form)." Public agencies/local governments are public, not non-profit, organizations.

5. Q: Is there a list somewhere that I could access of organizations that have been funded in the past?



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A: The currently funded LFNE projects are listed in a document available here:

<http://www.cdph.ca.gov/programs/cpns/Documents/LFNEContractorListing-2009.pdf>.

6. Q: Are the guidelines the same for this funding as they are for *the Network for a Healthy California*? For example: would we be allowed to provide more food or would it only be sample size portions?

A: Please refer to Attachment H, "Allowable and Unallowable USDA Guidelines" on the RFA webpage. Meal-sized portions are an unallowable cost, while taste tests are allowable.

- 7: Q: Is a farm stand or buying club an allowable activity?

A: Only the nutrition education activities associated with the farm stand or buying club would be allowable activities. Please refer to Attachment H, "Allowable and Unallowable USDA Guidelines" on the RFA webpage: <http://www.cdph.ca.gov/programs/cpns/Pages/LFNERFA.aspx>

8. Q: My organization is a health system in Orange County comprising of approximately 9 hospitals based from the Orange County area, the North Coast, Central Coast, and Desert Sierra. Our health system is working with various entities including schools on a Healthiest Communities Initiative. My questions: 1) Can the application be multi-geographical for example including Orange County, the North Coast, and Desert Sierra should our needs be communal? 2) Or, perhaps just the 3 hospitals in Orange County? 3) If our hospitals in your priority areas have different priorities based on their communities' needs and apply on their own will this be acceptable?

A: The *Network* recognizes that community-driven approaches to implement nutrition education and access to healthy food are most successful in changing community norms. LFNE projects are asked to place emphasis on community empowerment as an integral part of the nutrition education interventions and to include promotion of access to healthy food and physical activity. Please refer to the three primary objectives or key components of the funding for the LFNE projects on the RFA, page 2.

A successful application could be multi-geographical if the interventions will be occurring at the local level.

Applications from individual hospitals may be acceptable assuming each is a separate non-profit organization, according to the "Who May Apply" section



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on pp 3-4 of the RFA. In order to be successful, applicants are encouraged to align their objectives with the funds available.

9: Q: Does the *Network* prefer a county-wide project vs. a regional effort?

A: The *Network* recognizes that community-driven approaches to implement nutrition education and access to healthy food are most successful in changing community norms. LFNE projects are asked to place emphasis on community empowerment as an integral part of the nutrition education interventions and to include promotion of access to healthy food and physical activity.

Please refer to the three primary objectives or key components of the funding for the LFNE projects on the RFA, page 2. In order to be successful, applicants are encouraged to align their objectives with the funds available.

10: Q: Is the *Network* open to leveraging current projects and enhancing them (like Healthy4 Life) or are they looking to support only new programs?

A: We are open to projects that build on or extend current efforts, that replicate successful programs to reach more people or serve new geographic areas, and to new efforts that address community needs and the current economic downturn.

11: Q: Are they open to utilizing schools that primarily serve low-income populations as a trusted vehicle for program implementation? Would this be a preferred vehicle?

A: *Network* Local Incentive Award funding has a school channel which delivers a large volume of food stamp nutrition education/SNAP-Ed. Any non-profit agency sponsoring a LFNE project with qualifying schools would have to be carefully coordinated with existing LIA programs or UC Cooperative Extensions doing FSNEP.

12: Q: If we're working in an area that has a smaller percentage of food stamp-eligible recipients (when compared with other portions of the county), is that a viable area of focus (i.e. south OC has pockets of demonstrated low-income, high need areas, but compared to central OC, it is a smaller population)

A: An intervention area is eligible as long as at least 50% of the target population is documented as having annual incomes <185% of FPL. Note that Food Stamp eligibility is <130% FPL.



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13. Q: Page 13, Section 4.2. states, "illuminate role played by *Network*-eligible community residents in implementing the project, and how they will be empowered to become Champions for Change in addressing a local need for nutrition education and access to healthy foods." Could we please know more about Champions for Change and any examples of how this concept has been successfully achieved in other communities?

A: Champions for Change are people who are using their power to help their families and communities to make healthy food and activity choices. Champions for Change are committed to helping their families eat more fruits and vegetables and be more physically active. They are also involved in making healthy changes in their neighborhoods. Champions for Change is the tagline of the *Network for a Healthy California*, used in communications and leadership initiatives.

The *Network's* Champion Moms are examples of how this concept has been successfully achieved. Champion Moms are women chosen from the *Network* target audience in each of the 11 regions who serve as models because they speak up and empower Californians to live healthier lifestyles in their homes and communities. Some of the Champion Moms have also appeared in the *Network's* advertising campaign.

Please see the *Network's* Champions for Change website at <http://www.cachampionsforchange.net/en/index.php>.

Please also see the *Network's* monthly newsletter, Champion Press, website at <http://www.cdph.ca.gov/programs/cpns/Pages/ChampionPress.aspx> for Champion success stories.

14. Q: Page 13, Section 4.3, it states, for interventions occurring at school sites, "at least 50 percent of the student population must participate in free- or reduced-priced school meals." If the interventions are occurring in Family Child Care settings, can the 50 percent criterion be documented on the basis of proportions of children eligible for child care subsidies (and thus for meal subsidies), or do the Family Child Care Home sites have to be located in Census Tracts with at least 50 percent of the people of the Census Tract identified as having incomes at or below 185 percent of FPL?

A: *Network*-funded nutrition education interventions may occur in settings in which 50 percent or more of the participants are eligible for assistance programs delivered to populations living on less than 185% of the Federal Poverty Level (FPL). This criterion can be met through providing documentation of participation in child care and meal subsidy programs with eligibility requirements less than 185% FPL. Such interventions do not need



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to be located in eligible census tracts, but documentation of income eligibility procedures or admission criteria must be available.

15. Q: Can more than one contract be awarded in the same *Network* provider region?

A: Yes, there is no limitation on the number of contracts that can be awarded within a geographic region. There is, however, a 3-point incentive for all applications received from regions that are currently not represented in the LFNE portfolio.

16. Q: Throughout the RFA there is mention about what other Networks are doing and some examples of their work. Is there a list of current *Network* providers?

A: The currently-funded LFNE projects are listed in a document available at: <http://www.cdph.ca.gov/programs/cpns/Documents/LFNEContractorListing-2009.pdf>. The most recently completed Project Directory is available at: <http://www.cdph.ca.gov/programs/cpns/Documents/ProjectDirectory-CPNS-2007.pdf>, and includes descriptions of all projects (LIAs, RNs, etc) funded during the 2007 Federal Fiscal Year.

17. Q: Can a group or organization be a part of a *Network*, but not a current grantee?

A: Yes, the group can be part of the *Network* and not a current grantee but still participate if they meet the other eligibility criteria as defined on pages 3-4 of the RFA ("Who May Apply").

18. Q: In the three-year scope of work, is it intended that the outcomes build upon each year or can it be the same outcomes with increased participation? And are the clients served always considered unduplicated?

A: We would accept both progressive outcomes and the same outcomes with increased participation each year. An estimate of the unduplicated number of persons reached each year by age, gender, and ethnicity, is required, as is the estimated number of indirect contacts.

19. Q: The RFA explains that funds can only be expended on "nutrition education activities" (page 2) - are evaluation costs related to reporting outcomes about the nutrition education activities allowable costs for this grant?



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A: Yes. Please refer to the Evaluation section of the RFA (pp 15-18) and Attachment H, "Allowable and Unallowable USDA Guidelines" and the Evaluation section on the RFA, especially item 8 on page 8, "Research, Evaluation and Needs Assessment".

20. Q: Is there an in-kind and/or cash match requirement for this grant?

A: No, there is none required. The ability to leverage other funding may, however, provide an example of an applicant's ability to sustain the proposed project past the funding period.

21. Q: The grant guidelines say that the overall purpose of the RFA is to award grant funds to "non-profit, community-based organizations" (page 1 and page 3) - does this mean that public agencies like public health departments and school districts cannot apply for this round of funding?

A: That is correct: public agencies are not eligible for this funding.

22. Q: If the lead agency must be a non-profit community-based organization, can the proposal also include entities like public health departments, school districts, and/or for-profit private business entities as paid subcontractors to the funded project?

A: The intent of the funding is for non-profit community-based organizations. We would score the proposal down if the % budget of the subcontracting organization was greater than 30% of the overall project.

23. Q: If an organization would like to come in as a subcontractor under the Central Valley Health Network's Non-Profit Incentive Awardee (NIA) contract with the *Network*, are they still eligible to submit an RFA for the Local Food and Nutrition Education Project?

A: Yes, an organization can simultaneously receive NIA and LFNE funding.

24. Q: I'd like to know if a non-profit who is currently sub contracting with a current LIA would be able to apply for LFNE.

A: Yes.

25. Q: Hi. We were just wondering about the Letter of Intent form. (Is it) just the form that you want us to pass in or is there any other supplementary information that you would like with it?



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A: Only the form, and then you need to submit your application on the application due date. Please submit the Letter of Intent even if you're just thinking about completing this application.

26.Q: Are written and oral translation costs considered allowable?

A: Yes, assuming that any new written materials being translated are justified and pre-approved by the assigned *Network* Program Manager. Many existing materials have already been translated into Spanish and to a lesser extent, Hmong, Vietnamese, and Chinese. The *Network* may also be able to offer limited translation assistance.

27.Q: And the second is regarding stipends for program participants where eligible community members would be provided stipends to deliver nutrition education. Are the stipends allowable and under which category? The community members would probably receive less than \$600 per year, below the IRS 1099 Misc form.

A: Yes. Please refer to the Attachment H, "Allowable and Unallowable USDA Guidelines", especially item 20, pp 17-18. The participants would need to be doing nutrition education, acting as consultants paid hourly or per session for their service. The word, "stipend," is not preferable within our funding stream. This cost would be better termed payments to consultants and included in the subcontractor portion of the budget.

28.Q: On Page 1 of the RFA it says that part of the goals are to include the promotion of participation in the food stamp program, but in the allowables and unallowables on Page 4, it says that no food - direct food stamp participation outreach is allowed.

A: The *Network* makes a distinction between food stamp outreach and food stamp promotion. Food Stamp Promotion is the promotion of the Food Stamp Program versus actually doing outreach to sign people up for the Food Stamp Program, the latter of which is conducted through a separate USDA funding stream. Promoting the Food Stamp Program as a component of nutrition education is an allowable cost and encouraged activity. We provide an attachment on the website that distinguishes promotion activities from outreach activities, available at:
<http://ww2.cdph.ca.gov/programs/cpns/Documents/CPNS-Appendix15-FoodStampPromotion.doc>.

29. Q: If one is to apply under fiscal sponsor, how much focus should be placed on the sponsor versus the people doing the project implementation? Should I portray the fiscal organization as an umbrella and not provide as much



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information about what they will do, focusing more on what the project implementers will do?

A: You have to demonstrate in the application that the fiscal sponsor has the capacity to fulfill the fiscal requirements of the contract but focus primarily on the nutrition education interventions when responding to the request for application. According to the scoring criteria, the narrative encompasses agency capability, then the scope of work and your evaluation components will be the more programmatic sections. The narrative also should feature the target information about the community that you're working with. Provide the capacity portion of the fiscal sponsor but focus primarily on the interventions that you're planning.

30. Q: I had a question about previously funded partners. If you have to apply for a totally new project or can it be the same project with more sites or - yes. So that would be okay if it wasn't maybe direct service but helping other organizations do the same project?

A: The guidance under the "Who May Apply" section of the RFA for previously funded partners is intended to promote project sustainability by discouraging applicants from abandoning successful projects, and yet encouraging project growth by requiring an explanation of how future funding will enhance the capacity to replicate the proposed project.

Project replication could mean expanding the intervention to other sites or mentoring an organization that is working in a similar setting by sharing best practices discovered through the previous funding period.

31. Q: I have a current LFNE contract with one organization I work for. I also work for a different organization and we share some of the same staff. I'm wondering if the second organization could apply for a completely different project, even if it will use some of the same staff as the current project?

A: Yes, as long as the budget justifications for each project clearly differentiate staff responsibilities between the two projects and staff are not budgeted over 100% FTE when considering both contracts.

32. Q: My understanding is that staff salaries are allowable, but only for the time spent providing/managing the Nutrition Education services, correct?

A: Yes

33. Q: I see that in general, gardening is unallowable. We grow our own produce on-site as part of our community empowerment healthy eating program



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model, and employ community members to provide the programming. Given that, would the staff time that is spent growing the fruits and vegetables to be used for the taste tests/samples for the nutrition education programming be allowable?

A: The staff time for conducting the taste testing is allowable, but the growing time/gardening time unless it was part of an approved nutrition education curriculum would not be allowable.

34. Q: What is the maximum indirect cost rate allowed for the LFNE RFA application?

A: Please refer to the Fiscal Guidelines Manual, chapter 1400 p 2 available at: <http://www.cdph.ca.gov/programs/cpns/Pages/FiscalGM.aspx>. Indirect costs cannot be more than 25% of personnel and 26% of total modified direct costs.