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August 22, 2008

TO: PROJECT COORDINATORS  
*NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)*

SUBJECT: PROGRAM LETTER (PL) #08-03  
UPDATES TO LOCAL INCENTIVE AWARD (LIA) PROGRAM  
GUIDELINES MANUAL, UPDATES TO FEDERAL FISCAL YEAR (FFY)  
2009 UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)  
GUIDANCE, AND OTHER ANNOUNCEMENTS

Thank you for your continued support of and involvement in the *Network*. PL #08-03 represents fiscal and programmatic updates since the last PL dated April 11, 2008. In addition to the PL, sections of the LIA Program Guidelines Manual have also been appropriately updated. Please note that all changes are highlighted in yellow and affected pages reflect an “8/15/08” revision date to ensure that contractors are referencing the most up-to-date information.

Significant changes to the LIA Program Guidelines Manual include the inclusion of a new introduction section (Section I), which provides updated information about the *Network*. Other changes include:

**Fiscal Section Updates**

- 1) Addition of new sections, including the allowable/unallowable costs chart (Section 300), budget justification (Section 403), mobile device equipment guidelines (Section 905), and non-*Network* related travel (Section 1001). Updated versions of existing forms have also been incorporated, including the Budget Justification (A1), Budget Cover Sheet (A4), Scope of Work (A10), Travel Reimbursement Information (A12), and Budget Adjustment Request (A19).
- 2) Addition of new Appendix forms, including Sample Position Descriptions (A15), Contractor Information Form (A25), Duty Statement (A26), Non-*Network* Travel Approval Form (A27), Computer and Mobile Device Equipment Brief (A28), Property Survey Report (A29), and Report of Crime on State Property (A30).
- 3) Effective July 1, 2008, the Department of Personnel Administration (DPA) adopted the current federal mileage reimbursement rate of 58.5 cents per mile. The former

mileage reimbursement rate for California Department of Public Health (CDPH) contracts was 50.5 cents per mile. Please refer to the Form A12 in the Fiscal Guidelines Manual, entitled "Travel Reimbursement Information." Print this form and keep it with your *Network* contract documents.

Contractors may begin applying the revised mileage reimbursement rate effective July 1, 2008, and no formal amendments will be required on existing *Network* agreements. Contractors are required to follow the regular Budget Adjustment Request process should there be insufficient funds in the travel line item to cover the increased mileage cost.

### **Program Planning and Resources Section Updates**

- 1) Addition of new sections, including guidelines for other existing educational materials (Section 402B) and locally-produced media activities (Section 402D), and information about *Network*-funded special projects (Section 702G), youth empowerment trainings (Section 902G), annual California Conference of Local Health Department Nutritionists (Section 903E), and Communications Resource Library (Section 907C).
- 2) Updated information, including Nutrition Education Consultant (formerly Coordinator) title (Sections 102 and 603), criteria for developing new educational materials (Section 402C), *Network* approved nutrition education message (Section 404), Health Education Content Standards for California Public Schools (Sections 402C, 603, 604, and 607), Harvest of the Month (Sections 604, 702F, 902E, and 907D), Physical Activity Promotion Resources (Section 702H), *Network* skills-based trainings (Section 902A), *Regional Networks for a Healthy California* (Section 904), and Champions for Change website (Section 907B).
- 3) Correction to Shaping Health as Partners in Education (SHAPE) documentation requirements (Section 602).

Please visit the online LIA Program Guidelines Manual for additional background and information about each of the aforementioned changes.

### **FFY09 USDA Guidance Updates**

Changes to the Food Stamp Nutrition Education (FSNE) Plan Guidance FFY 2009 include:

- 1) **Education and Administrative Reporting System (EARS)** - For FFY 2008, CDPH will be required to submit expenditure data on all *Network* contracts through the EARS system by December 31, 2008. There will be regional trainings and technical assistance provided by USDA. For FFY 2009, CDPH will be required to

submit required EARS data using the web-based submission system by December 31, 2009, and attend regional trainings. Data elements collected for EARS include demographic characteristics of participants receiving FSNE services, topics covered by the educational intervention, education delivery sites, education strategies, and resource allocation. Forms for EARS reporting can be found on pages 98 – 112 of the FSNE Guidance Plan or download at the following link: [http://www.nal.usda.gov/foodstamp/National\\_FSNE.html](http://www.nal.usda.gov/foodstamp/National_FSNE.html).

- 2) **FSNE Volunteers** - Contractors cannot claim a donated service or a good as an in-kind if it is not allowable, reasonable, or necessary for delivery of FSNE. Although public schools are considered a governmental agency, the cost of student's time to get high school credit hours by volunteering with FSNE activities is not an allowable in-kind charge to FSNE. Although the Food Stamp Program does not have an official definition of what constitutes an adult, for work registration purposes it is generally at age 18. Therefore, the minimum age for FSNE volunteer is 18 years of age.
- 3) **The Use of Health Care Facilities in the Delivery of FSNE** - The allowability of this type of partnership for the delivery of FSNE hinges on whether the organization is public or private. The organization status as "profit" or "non-profit" status is not relevant. Food and Nutrition Service has determined that unless an absolute need is demonstrated (i.e., no other FSNE provider is available) participation by non-governmental (private) health care organization is not reasonable or necessary and should be discouraged. See page 56 of the FSNE Guidance Plan, at [http://www.nal.usda.gov/foodstamp/National\\_FSNE.html](http://www.nal.usda.gov/foodstamp/National_FSNE.html). Health Care Facilities should work with Program Manager to determine if this policy will impact their *Network Contract*.
- 4) **Physical Activity Supplies** - Nominal value physical activity items can be purchased as FSNE supplies. Allowable items would be of nominal value to meet the reasonable and necessary test.
- 5) **Electronic Signature** - In lieu of signing each time and effort sheet individually after review and approval, time and effort sheets can be certified in bulk and transmitted electronically (up to 20 sheets per transmittal with a supervisor's electronic signature.) Please note however, that the use of electronic signatures only pertains to supervisory approval of weekly time logs and/or quarterly time studies. Electronic signatures are not allowed for the individual contributing time to FSNE.

### **Announcements**

- 1) The *Network* Media and Communications staff has been conducting a series of workshops throughout the state about the *Network's* new brand and logo. Referred to as the "Branding Tour," *Network*-funded programs and partners, and anyone working on *Network*-related materials is encouraged to attend this informative, three-hour, interactive hands-on training session on how to use the new Champions for Change brand.

The workshop will offer:

- A review of basic design principles
- A close-up look at the Brand Guidelines Manual
- Tips for personifying the Champions for Change brand
- Communications resources available to *Network*-funded partners
- Answers to your brand-related questions
- Personalized technical assistance to help you apply the Champions for Change brand in your current or future written communications

For more information about upcoming Branding Tour dates, please contact Rebecca Larson, Marketing Specialist, at (916) 449-5297 or [Rebecca.Larson@cdph.ca.gov](mailto:Rebecca.Larson@cdph.ca.gov).

- 2) As you may have recently noticed, the *Network for a Healthy California* (formerly the Cancer Prevention and Nutrition Section) has a new website address and link. Information can be accessed through [www.networkforahealthycalifornia.net](http://www.networkforahealthycalifornia.net). Please update your website bookmark with our new information.

The changes outlined in the PL and LIA Program Guidelines Manual will take effect immediately, unless otherwise stated. The changes will be further discussed at the September 4, 2008, *Network*-Funded Projects Quarterly Call. Should you have any questions in the meantime, please contact your assigned Contract Manager or Program Manager.



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Enclosure