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September 23, 2010

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

SUBJECT: PROGRAM LETTER (PL) #10-07
UPDATES TO LOCAL INCENTIVE AWARD (LIA) GUIDELINES MANUAL

Thank you for your continued support of and involvement in the *Network*. PL #10-07 represents programmatic updates since the last PL dated June 4, 2009. In addition to the PL, the Program Planning and Resources section of the LIA Guidelines Manual has also been appropriately updated. The updated sections are available at <http://www.cdph.ca.gov/programs/CPNS/Pages/GuidelinesManual.aspx>. Please note that all changes are in green font and the pages reflect a "September 23, 2010" revision date to ensure contractors are referencing the most up-to-date information.

Significant changes to the LIA Guidelines Manual include updated procedures for updating the Project Synopsis (formerly Project Summary) and guidelines for collaborating with Women, Infants, and Children (WIC) agencies. Additionally, the Program Planning and Resources section has been revised to meet the writing guidelines of the California Department of Public Health (CDPH) *All 'Bout Correspondence (ABC) Handbook*. Other changes include:

Program Planning and Resources Section Updates

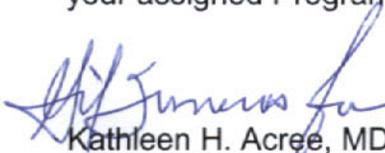
- 1) Addition of new information and sections, including CDPH review process for newly developed materials (Sections 402C and 402D), CDPH acknowledgement and logo requirements (Sections 402C, 403, and 404), *Network's* Leadership Projects (702G), procedures for handling late progress reports (Section 801), and several newly added resources to existing sections (Sections 410, 606, 607, 609, 702E, 702H, and 702J).
- 2) Updated information, including where to find free/reduced price meal data (Section 401), physical activity promotion (Sections 402A, 405, 409, and 702H), *Network* logo guidelines (Sections 402C and 404), acknowledgement/funding statement guidelines (Section 403), evaluation (Sections 503, 504, and 702B), *Children's Power Play!*

Campaign (Section 701A), *Latino Campaign* (Section 701B), *African American Campaign* (Section 701C), *Worksite Program* (Section 701D), *Retail Program* (Section 701E), and *Physical Activity Integration Program* (701F), *Partnerships Team* (Section 702D), *Harvest of the Month* (702F), Education and Administrative Reporting System (EARS) requirements (Section 800), Youth Engagement Trainings (Section 902G), *Network* Steering Committee meetings (Section 903B), Annual *Network* Conference (Section 903C), *Regional Networks* (Section 904), and *Network* Program Compliance Review (Section 905).

- 3) Addition of new Appendix documents, including Project Synopsis, Site Change Spreadsheet, and *Network* Approval Background Form. Most of the previous forms and documents in the Appendix have also been updated.

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

The changes outlined in the PL and LIA Guidelines Manual will take effect immediately, unless otherwise stated. The changes were briefly discussed at the June 4, 2010, *Network*-funded projects quarterly call. Should you have any questions, please contact your assigned Program Manager.



Kathleen H. Acree, MD, JD, MPH, Chief
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