

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH (CDPH-NEOPB)**

Local Health Department Deliverables

Attachment 18

Addendum 1

Federal Fiscal Year (FFY) 2020-2022

DELIVERABLES/OUTCOME MEASURES: Local Health Departments (LHDs) are required to deliver Supplemental Nutrition Assistance Program Education (SNAP-Ed) services that integrate nutrition education and Policy, Systems, and Environmental (PSE) change approaches on multiple levels of the Social-Ecological Model (SEM) to support community health goals that address obesity prevention. To ensure that the Nutrition Education and Obesity Prevention Branch (NEOPB) of the California Department of Public Health (CDPH) meets its statewide SNAP-Ed objectives, the LHDs are responsible for meeting the United State Department of Agriculture (USDA) assurances and the following checked deliverables. Deliverables not met will result in a corrective action plan and/or denial or reduction in future SNAP-Ed funding.

Local Health Department Deliverables

Deliverable 1	<p>FFY 2020-2022 Three-year Integrated Work Plan (IWP): The LHD component of the IWP must be updated annually if significant changes are made to it. The IWP must describe nutrition education and obesity prevention and evaluation strategies to improve the health of the SNAP-Ed eligible population based on the Social Ecological Model (SEM), and an assessment using ethnicity, obesity, chronic disease, and related data for the jurisdiction. Using FFY 2020 budget projections and funding tiers, the LHD specific components of the IWP must adhere to the designated Programmatic Priorities (see FFY 2020-2022 Funding Application Package, Section V. Forms and Attachments, Attachment 16: FFY 2020-2022 SNAP-Ed Local Health Department Programmatic Priorities and Attachment 17: FFY 2020-2022 SNAP-Ed LHD Funding Projections for more information).</p>	<p align="center"><input type="checkbox"/></p>
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<p>Deliverable 2</p> <hr/> <hr/>	<p>Staffing Requirements: The size and expertise of the LHD staff will depend in large part on the funding level. Language-specific and cultural competencies are needed for reaching California’s diverse population, along with skills in marketing, health promotion, community engagement, business, organizational-level and community-level public health approaches. It is recommended that LHD staff reference the tier-based Core Competencies for Public Health Professionals when staffing appropriate SNAP-Ed funded positions. However, LHDs must meet the following minimum staffing expectations: Funded LHDs are expected to have the following staffing positions or expertise:</p> <ul style="list-style-type: none"> • One full-time Project Director. The Project Director must is expected to have a Masters in Public Health (MPH), an equivalent degree, or 3 years' experience as a Public Health Project Director. • Nutrition expertise (Registered Dietitian, R.D.) must is expected to be part of the staffing of this grant or the LHD should have access to a R.D., should the Project Director not have this expertise. A minimum of one 0.5 full time equivalent (FTE) is strongly recommended. • Must have Access to evaluation expertise to ensure ongoing and as needed competence for evaluating program effectiveness. • Adequate fiscal and administrative support. 	<input type="checkbox"/>
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Deliverable 3

Project Reporting: Funded projects will be required to submit a Biannual Progress Report consisting of a Mid-Year Report due April 15 and Year End Report at the end of each Federal Fiscal Year due October 15 for each year of the three-year grant period. These reports are due to the CDPH-NEOPB Project Officer assigned to the Grantee.

A detailed description of reporting requirements for evaluation is listed below:

PEARS:

LHDs will use the online [Program Evaluation and Reporting System \(PEARS\)](#) to provide information necessary to complete the federally required Education and Administrative Reporting System (EARS) reporting, as well as to report additional program and evaluation activities and outcomes of interest to California SNAP-Ed. PEARS is designed to link data with local, state, and national objectives, allowing CDPH-NEOPB and LHDs to more effectively measure and report program impact. LHDs will report their activities in the following PEARS modules:

- **Program Activities**

LHDs will report all direct education activities in the Program Activities module. Direct education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention. Program Activities entries require session dates and length, participant demographics, and information about program objectives.

- **Indirect Activities**

LHDs will report all distribution of information and resources, including any mass communications, community events, interviews, advertisements, and materials distributions that are not considered direct education or social marketing in the Indirect Activities module.

- **PSE**

LHDs will use the PSE module to track efforts to make policy, system, and environment (PSE) changes at all stages from planning to maintenance. This module should be completed for all sites and organizations that are involved in SNAP-ED supported PSE efforts.



	<p>- Success Stories</p> <p>LHDs will submit at least one PSE-related success story annually. The story should relate to PSE efforts that happened during the Federal Fiscal Year in which it took place and follow the Success Story Instructions provided by CDPH-NEOPB.</p> <p>- Partnerships</p> <p>LHDs will use this module to report any site level (e.g., elementary school), organization (e.g., school district), or complementary site partnerships active during a reporting year. Active partnerships may include two or more individuals or organizations who regularly meet, exchange information, and identify and implement mutually reinforcing activities that will contribute to organizational changes or policies.</p> <p>- Coalitions</p> <p>LHDs will use this module to report any multi-sector coalitions active during a reporting year. This may include County Nutrition Action Partnerships (CNAPs) or other relevant collective impact initiatives.</p> <p>All PEARS reporting must be completed during the Federal Fiscal Year (October 1 – September 30) to which it relates.</p>	
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<p>Deliverable 4</p>	<p>Assessments: Conduct a community assessment using an evidence-based assessment tool or the Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX3) tools to assess readiness and need for specific program areas during the current and future grant cycles.</p> <p>All LHDs must complete an annual assessment of all sites where they are doing site- level PSE SNAP-Ed work in all settings for which standardized assessment tools are made available. LHDs with a larger number of site-level PSE sites within a setting may work with a state-level evaluation liaison to develop a sampling methodology. LHDs will start using the assessment tools in spring of 2020 and annually thereafter each spring. Assessments do not need to be conducted at sites that only host education and do not plan to make any other changes in support of SNAP-Ed goals. CDPH-NEOPB will provide the tools on an annual basis.</p>	<input type="checkbox"/>
<p>Deliverable 5</p>	<p>Direct Education: Impact/Outcome Evaluations (IOEs) data: NEOPB requires LHDs and/or designees that receive over \$400,000 [based on the projected funding level for FFY2020] to conduct approved Impact/Outcome Evaluation. LHDs and/or designees are expected to measure change in fruit and vegetable consumption and factors that influence it, or beverage consumption and factors that influence it, using a pre-test/posttest survey design.</p>	<input type="checkbox"/>
<p>Deliverable 6</p>	<p>Expense documenting all expenses incurred during each Federal Fiscal Year with the ability to provide back-up documentation for expenses in sufficient detail to allow CDPH-NEOPB to ascertain compliance with USDA grant rules for allowable expenses. Likewise, provide Biannual Progress Reports describing in detail the program activities conducted, and the ability to provide source documentation in sufficient detail to support the reported activities.</p>	<input type="checkbox"/>
<p>Deliverable 7</p>	<p>Sub-granting Expectations: Sub-granting is expected as funding levels increase. Sub-grantees are chosen based on their ability to complete the SOW objectives LHD components of the Local integrated Work Plan working with school based organizations (SBOs), community based organizations (CBOs), and local cities with a high proportion of low-income Californians.</p>	<input type="checkbox"/>

Updated 11/01/18