

III.	PROGRAM PLANNING AND RESOURCES SECTION
100	Introduction

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100.1 Purpose of this Section

The purpose of the Program Planning and Resources Section is to provide information to assist with the planning, implementation, and evaluation of the Nutrition Education Obesity Prevention Branch (NEOPB) community-based projects. Each sub-section provides guidance in developing strategies to support the NEOPB goals of improving the dietary habits of Supplemental Nutrition Assistance Program Education (SNAP-Ed) eligible Californians as well as promoting physical activity, federal nutrition assistance programs, and obesity prevention. Specifically, the goals for SNAP-Ed in California align with SNAP-Ed guidance language for SNAP-Ed goals and focus to reduce the prevalence of obesity and the onset of related chronic diseases within the California SNAP-Ed population (< 185 % of the Federal Poverty Level (FPL)) and others eligible for SNAP-Ed. This will be accomplished by educating and providing support to participants, especially parents and their children, to consume healthy foods and beverages, reduce consumption of less healthy foods and beverages, increase physical activity, and improve food resource management skills.

100.2 Project Officer Overview

A Project Officer (PO) is assigned to several contractors/grantees. POs are typically assigned by geographic region to provide program oversight and technical assistance to contractors/grantees.

Oversight includes:

- Reviewing integrated work plans (IWP)
- Identifying allowable/unallowable activities, materials, and expenses
- Verifying SNAP-Ed eligible intervention sites and/or participants
- Conducting site visits to review documentation and ongoing activities
- Reviewing and analyzing quarterly progress reports and supporting documentation and providing timely feedback to contractors/grantees
- Sharing community-level issues, successes and concerns with other NEOPB staff and management
- Providing timely feedback to inquiries
- Serving as a liaison to other NEOPB contractors/grantees, NEOPB staff, and partners to provide networking opportunities
- Providing technical assistance in regards to the IWP and other program related activities
- Sharing expertise and resources to enhance program implementation, and integration with contractors/grantees
- Helping local partners build on the new NEOPB brand attributes of empowerment, champion and change
- Communicating United States Department of Agriculture (USDA)/NEOPB guidelines including any changes that may develop
- Offering suggestions to resolve program challenges

Contractors/grantees are encouraged to contact their assigned PO for specific questions regarding any programmatic aspect of their grant.

100.3 Contractor/grantee Expectations

The PO and NEOPB provide a wide array of technical assistance and resources (as outlined in Section 100.2 above) to assist contractors/grantees in successfully meeting goals and objectives. To allow for continued success and support of NEOPB, it is important that contractors/grantees follow the NEOPB requirements and procedures.

As a partner of the NEOPB, contractors/grantees are expected to:

- Adhere to the most current USDA SNAP-Ed Plan Guidance;
- Collect income targeting documentation for EARS and the Activity Tracking Form (ATF);
- Ensure all activities are SNAP-Ed allowable;
- Complete SNAP-Ed activities that have been approved in their integrated work plan and at sites that have been approved in the Site List (targeting summary);
- Complete Quarterly Progress Reports, and an annual Success Story;
- Meet deadlines for submitting progress reports, and other documents;
- Notify PO of changes made to contractor/grantee staff, and their contact information; and
- Communicate regularly as needed with NEOPB staff through telephone, e-mail or mail.

100.4 Definitions & Acronyms

See Appendix B for Acronyms and Definitions of commonly used words.