

Nutrition Education and Obesity Prevention Branch
All SNAP-Ed Local Health Department Call/Webinar – Meeting Notes
Thursday, August 13, 2015
2:00pm – 3:00pm

FFY 2016 SNAP-Ed State Plan, Gil Sisneros and Jackie Tompkins

- In partnership with CDSS, and California’s State Implementing Agencies, the FFY 2016 SNAP-Ed State Plan is on track to be submitted to USDA/WRO by 8/15/2015.
- The development and submission of the FFY 2016 SNAP-Ed State Plan, including both state and local level documents has been a smooth process overall this year. All Plan documents were submitted electronically (no paper copies).
- Next Steps:
 - USDA/WRO will review Plan and provide feedback
 - NEOPB anticipates feedback within first two weeks of September 2015
 - NEOPB is working with CDSS and the other SIAs to finalize the next steps, timeline, and processes for responding to comments and questions from USDA/WRO. Responses will be coordinated through the current collaborative SharePoint site
 - NEOPB will issue an email notification of next steps
 - Goal - Approval of the FFY 2016 SNAP-Ed State Plan on or before September 30, 2015

Topical Question and Answer Session

1. **LHD Question:** Does the USDA/WRO approve all County IWP's?
 - **NEOPB:** USDA/WRO reviews the entire Plan submission. Following their review, USDA/WRO issues County-level workbooks with questions and comments that are either required or recommended. Counties are required to respond to the feedback received from USDA/WRO before approval is granted. NEOPB is working with CDSS and the other SIAs to finalize the next steps, timeline, and processes for responding to comments and questions from USDA/WRO. Responses will be coordinated through the current collaborative SharePoint site. NEOPB will issue an email notification of next steps.
2. **LHD Question:** Once the USDA/WRO approves a County’s IWP, can it be disapproved?
 - **NEOPB:** This rarely occurs.
3. **LHD Question:** If we do not have final approval by October 1, 2015, how should LHD's proceed?
 - **NEOPB:** The majority of the State Plan has typically been approved no later than September 30, prior to the upcoming federal fiscal year. There may be some components that are not approved by that date, but NEOPB will work with LHDs on a case-by-case basis.

CDPH-NEOPB SNAP-Ed Stakeholders’ Meeting, Jackie Tompkins

- Fourth quarterly Stakeholders’ Meeting was held July 31, 2015
- Topics included:
 - NEOPB staffing and training
 - Transitional contracts, including the Training and Resource Centers (TRC) and the Non-Competitively Bid (NCB) contact with the Public Health Institute (PHI)

- Proposed State-Level SNAP-Ed Activities for FFY 2016
- Administrative and fiscal reports
- NEOPB Training Transition Plan
- NEOPB Strategic Planning
- Partnerships
- Webinar experienced technical difficulties
- The following documents have been posted to the [NEOPB Partners and Stakeholders webpage](#):
 - Meeting Agenda
 - PowerPoint with speaker notes
 - Question and Answer document that reflects the questions that were asked by onsite meeting participants during the course of the meeting
 - Input and Feedback Worksheet
 - Partnerships and Common Cause Worksheet
 - Example Activities to Promote Food Security
- LHDs may utilize the forms provided on the [NEOPB Partners and Stakeholders webpage](#) to submit questions, input, and feedback. Completed forms may be emailed to NEOPBStakeholders@cdph.ca.gov. Once NEOPB has compiled the stakeholder questions, input, and feedback, summary documents of the meeting will be created and posted to the webpage as well.

Topical Question and Answer Session

4. **LHD Question:** Are all LHDs required to provide input and feedback?
 - a. **NEOPB:** NEOPB welcomes feedback from all SNAP-Ed stakeholders; however, providing feedback is not a requirement.

Training Transition Plan, *Reema El-Murr*

- The NEOPB Training Transition Plan for FFY 2016 is a report that describes the branch's transition plan for providing statewide training to Local Implementing Agencies (LIAs) in the upcoming fiscal year. This report provides an overview on three focal areas for continued support to LHDs and LIAs:
 - Training and Technical Assistance
 - Coalition and Collaborative Support
 - Media, Public Relations Outreach, and Coordination
- Key highlights contained in the report have been shared through multiple communication channels statewide including, but not limited to, meetings or calls with LHDs, TRC Project Directors, SNAP-Ed Advisory Task Force, SNAP-Ed Program Advisory Team, and the stakeholder's meeting held on July 31.
- The complete report is due for release by the end of August 2015, and will be available online on the [NEOPB Partners and Stakeholders webpage](#) and the [NEOPB SNAP-Ed Training](#) webpage.
- For questions, contact NEOPBTrainingSection@cdph.ca.gov and your assigned Project Officer.

Looking Ahead- *SNAP-Ed Three-Year State Plan, Gil Sisneros*

- Starting in FFY 2017, California will be submitting a three-year State Plan to USDA/WRO; this is a first for California;
 - Strategic Planning is underway for the multi-year Plan at the state level; allows California to develop longer-term objectives to work toward significant community change.
 - CDSS will take the lead on housing the Plan next year; NEOPB has traditionally housed the Plan since 1996.

- LIAs will submit a three-year Integrated Work Plan in FFY 2017
- SIAs are engaged on what this change means to both state and local partners and are planning training and technical assistance opportunities accordingly.

Topical Question and Answer Session

5. **LHD Question:** When will the other SIAs share this information about the three-year IWP with their corresponding LIAs so that we are all on the same page/timeline about this concept?
 - a. **NEOPB:** CDSS sent a communication to the other SIAs this week which they will share with their LIA partners.

CDPH and LHD Agreements, and Portfolio Project, Susan Mattingly, Melissa Relles

- End of September 2015 or October 1, 2015, NEOPB will post guidance document for LHDs who intend to enter into new, three-year agreements with NEOPB in FFY 2017.
- Three-year LHD agreements are intended to align with the multi-year IWPs.
- Guidance document will help inform LHD discussions and coordination and collaboration efforts with LIAs.
- NEOPB is developing a number of portfolios that will serve as a menu of options for LHDs to choose from which includes a set of interventions designed to be implemented in a core setting and complimentary settings so that the same target population would be exposed to multiple interventions that target the same behavior.
- Each portfolio will be a menu of the types of strategies, intervention activities/intervention settings, and evaluation activities recommended be grouped together. *Examples will be shared*; not intended to be comprehensive.
- Concept is to provide interventions so that same target population would be exposed to multiple interventions that target the same behavior; this is referred to as a “dose.”
- Activities LHDs include in the FFY 2017 IWP will be used in LHD FFY 2017-2019 contract agreements with CDPH.
- Proposed due date for IWP is end of February/beginning of March 2016, *pending approval*.
- Training and technical assistance will be provided by NEOPB to support LHDs after the guidance documents are posted and opportunities for in-person support is planned for the Project Directors’ Meeting in November 2015.

Topical Question and Answer Session

6. **LHD Question:** Do you have a sense of when the 3 year plan will be due? It helps the LHDs to plan for our community subcontracting plans which will happen at the same time.
 - a. **NEOPB:** Currently NEOPB is recommending that the Integrated Work Plans (IWP) and Budgets be due in late February/early March 2016. This decision is pending. LHD Scopes of Work (SOW) and contracts will be due in May 2016.
7. **LHD Question:** Will we again be required to sub-grant funds to partners?
 - a. **NEOPB:** Sub-granting is an expectation not a requirement. Sub-granting is an expectation based on the LHD funding level. Sub-grantees are chosen based on their ability to complete the SOW objectives working with school based organizations (SBOs), community based organizations (CBOs), and local cities with a high proportion of low-income Californians. For more about sub-granting expectations including expected percentages, please work with your assigned Contract Manager.

8. **LHD Question:** Regarding the three-year contracts, is the decrease in funding still in place?
 - a. **NEOPB:** Yes, the decrease in funds is still in place and impacts state and local level projects as national SNAP-Ed funds are being allocated to support additional states in SNAP-Ed activities. Projected reductions through FFY 2018 have been shared with the Local Health Departments.
9. **LHD Question:** Just to clarify: we will be submitting three year budgets with the new contracts and these should be based on the previously released LHD funding allocation projections?
 - a. **NEOPB:** The guidance for the new agreements will be available by the end of September 2015. LHDs should use the projected funds that were provided earlier. NEOPB is working with CDSS and USDA/WRO to obtain clarification on budget details for the first, second, and third year of the Plan. More to come.

Updates from the Training Development and Support Section – Meeting Announcements

LHD Program Directors Meeting (November 3-4, 2015), Kristi Maryman

- A “save the date” notice went out on Wednesday, August 12, 2015
 - November 3-4 at the Hilton Arden West (Sacramento, CA)
- Meeting objectives include:
 - Acquire training and technical assistance on the development SOW
 - Preview NEOPB’s updated obesity prevention strategic plan and allow for LHD feedback
 - Receive administrative updates from NEOPB staff in the areas of fiscal management, media relations, policy & partnerships, research & evaluation and training resources
 - Highlight and recognize LHD SNAP-Ed grantees that have done an outstanding job in areas ranging from championing local policy, systems, and environmental change strategies to exemplary fiscal contract management
- Target audience is LHD project directors and up to two additional key staff.
- PDM website and registration will be posted by September 21, 2015
- NEOPB PDM Leads - Kristi Maryman at Kristi.Maryman@cdph.ca.gov and Eugenio Garcia at Eugenio.Garcia@cdph.ca.gov

Topical Question and Answer Session

10. **LHD Question:** Are both days full days (7-8 hours each)?
 - a. **NEOPB:** November 3 is a full day and November 4 will be a half-day.

LIA SNAP-Ed Forum (January 13-14, 2016), Erin Moore

- Scheduled for January 13-14, 2016 at the DoubleTree Point West (Sacramento, CA)
- The theme of the Forum is “Going the Distance: Paving the Way for Effective Multi-Year SNAP-Ed Program Delivery”
- The focus will be on the multi-year State Plan
- Additional information and registration link will be emailed out in October.
- NEOPB LIAF Leads – Jessie Gouck at Jessie.Gouck@cdph.ca.gov and Erin Moore at Erin.Moore@cdph.ca.gov

Policy, Partnerships, and Program Development Section, Jackie Richardson

- The Summit is scheduled for September 28, 2015 in Sacramento, CA

- Participation is by invitation and limited to 30 statewide partners in various sectors with statewide reach:
 - Agriculture
 - Education
 - Communities of Faith
 - Health Care
 - Retail
 - Government
- Purpose of Summit is to strengthen NEOPB's Partnership Plan and Strategic Plan for obesity prevention by forming new partnerships strengthening existing partnerships, and synchronizing initiatives with statewide partners to collectively advance policy, systems and environmental change efforts that increase health equity and reduce disparities.
- While the LHDs are not the intended audience of the Partnership Summit, the Summit is designed to benefit the LHDs through engagement of local partnerships

Updates from the Information and Communications Section

Public Web Storefront, Cindy Figgins

- Web Storefront is in the testing phase.
- Web Storefront will be launched October 1, 2015.
- An email update regarding the web front was sent out August 13, 2015 to all authorized Web Storefront users.
- LHDs may print materials themselves or they may purchase them.
- Large quantity orders can be made through the Office of State Publishing (OSP).
- Contact us: NEOPBcustomerCare@cdph.ca.gov

Topical Question and Answer Session

- 11. LHD Question:** On the new page, are we going to be able to log in with our current usernames and passwords?
 - a. **NEOPB:** No log-in is required if a credit card is being used for purchasing. A log-in will be required if orders are being made using a purchase order.
- 12. LHD Question:** Did the email regarding the Web Storefront go to SNAP-Ed Project Directors?
 - a. **NEOPB:** The email distribution list included all authorized Web Storefront users. NEOPB staff will send the Web Storefront email to the SNAP-Ed Project Directors as well.
- 13. LHD Question:** I've requested quote from the Publishing Office and was quoted \$8 per book plus \$2 shipping? SNAP Ed will not allow this cost. Please advise.
 - a. **NEOPB:** NEOPB has revised the quote and will send it back out. As needed, please contact us at Contact us: NEOPBcustomerCare@cdph.ca.gov

Materials Translation, Ruben Robles

- NEOPB is responsible for the translation of State Developed Materials
- LHD's requesting state translation of NEOPB program materials need to work with their assigned Project Officers who will initiate the process
- LHDs may translate materials such as publicity flyers for local events, meeting agendas, banners after the Project Officer has approved the English version, and:
 - ✓ A certified translator is used for the translation

- ✓ The certified translator uses the NEOPB English-Spanish Glossary
 - Spanish Language Glossary available on the NEOPB website:
<http://www.cdph.ca.gov/programs/NEOPB>
 - Click on the Communications Resource Library (*under Local Support Header*).
 - Click on the Spanish Language Glossary

Topical Question and Answer Session

- 14. LHD Question:** Will the state translate the materials to as many languages as we request?
- a. **NEOPB:** NEOPB has limited resources for translation and will address these types of requests on a case-by-case basis.
- 15. LHD Question:** Can LHDs spend money on the state translations if you have limited resources?
- a. **NEOPB:** LHDs may include translations in their budget. The glossary on the NEOPB web site should be use. Also, it has to be approved.
- 16. LHD Question:** Please clarify - Are you saying that the Glossary at NEOPB website will suffice and we do not need to work with our assigned NEOPB Project Officer then for approval?
- a. **NEOPB:** LHD are required to work with their Project Officer; English materials should be approved. LHDs will need to work with a certified translator.

General Question and Answer Session

- 17. LHD Question:** Can NEOPB review the required year-end reports and due dates?
- i. **NEOPB:** The 4th quarter reports are due October 15. If you will have trouble meeting that due date, please work with your project officer. Download template from the NEOPB Webpage: <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx>. NEOPB is also requesting FFY 2015 Success Stories be submitted. These stories serve as an opportunity to highlight the local successes, lessons learned, and best practices of your work during FFY 2015. SNAP-Ed Activities into the Activity Tracking Form (ATF) - Due October 15, 2015. All SNAP-Ed activities for FFY 2015 need to be entered into the ATF.

If you have any questions/comments regarding this document, please email the Nutrition Education & Obesity Prevention Branch at <mailto:neopb@cdph.ca.gov> so it may be given to the appropriate person, or contact your Contract Manager or Project Officer. Thank you.