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California Department of Public Health



EDMUND G. BROWN JR.
Governor

October 2, 2015

To: Local Health Departments

FEDERAL FISCAL YEARS (FFY) 2017-2019 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM-EDUCATION (SNAP-ED) FUNDING APPLICATION GUIDANCE FOR LOCAL HEALTH DEPARTMENTS

This solicitation letter provides an overview of the funding application process for FFY 2017-2019 for all Local Health Departments intending to provide SNAP-Ed services funded by the United States Department of Agriculture's (USDA) in their respective counties. The SNAP-Ed goal is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and the the USDA guidance.

For applying Local Health Departments, the Nutrition Education and Obesity Prevention Branch (NEOPB) requires detailed documentation for each contractor in order to complete the United States Department of Agriculture's (USDA) three year State Plan and for preparation of state contracts.

General Considerations

Supplemental Nutrition Assistance Program Federal Guidance has not been released by USDA for FFY 2017-2019; therefore, additional changes may be required at any time during the application process or during the funded years. SNAP-Ed intervention sites can only be used by one SNAP-Ed agency for each type of strategy, therefore before submitting the application, the integrated work plan must be coordinated with all other funded local implementing agencies in your area to insure this requirement is applied.

Documentation Submission/Completion Instructions

Local Health Departments who intend to participate in the NEOPB SNAP-Ed funding opportunity for FFY 2017-2019 must submit a Non-Binding Letter of Intent by October 30, 2015, by 4:00 p.m. to confirm their intent to participate. The Letter of Intent also allows the Local Health Department an option to choose to designate a non-profit organization to apply for the contract for services in their county in place of the local health department directly applying.

Submit the Letter of Intent via email to the attention of Melissa Relles at the email address listed below:

Letter of Intent

SNAP-Ed Application FFY 17-19

Attention: Melissa Relles

California Department of Public Health

Nutrition Education and Obesity Prevention Branch

Email: NEOPBfiscalrequest@cdph.ca.gov

Completed application packages must be submitted electronically by March 11, 2016, by 4:00 p.m. The application checklist designates the correct forms to submit. Incomplete packages will be returned. The application documents can be found at the CDPH web site:

<http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx>

Forms and Instructions

Letter of Intent

Form 1: SNAP-Ed FFY 2017-19 Application Checklist

Form 2: Contractor Information Form (CIF)

FFY 17-19 SNAP-Ed Integrated Work Plan Instructions – coming soon

Form 3: FFY 17-19 SNAP-Ed Integrated Work Plan – coming soon

SNAP-Ed FFY 2017 Targeting Summary Instructions – coming soon

Form 4: FFY 2017 Targeting Summary – coming soon

Form 5: FFY 2017 Budget – coming soon

Form 6: FFY 2018 Budget – coming soon

Form 7: FFY 2019 Budget – coming soon

Letter of Agreement (If applicable)

Request for Non-NEOPB Sponsored Travel Form (if applicable)

Attachments/Resources

Attachment 1: NEOPB Approved Curriculum List

Attachment 2: NEOPB Approved Resources List

Attachment 3: FRPM Data

Attachment 4: ACS 2006-2010 Census Tracts, Ethnicities

Attachment 5: ACS 2008-2012 Census Block Groups, All Races

Attachment 6: ACS 2008-2012 Census Tracts, All Races

Attachment 7: ACS 2008-2012 Census Tracts, Ethnicities

- Attachment 8: ACS 2009-2013 Census Block Groups, All Races
- Attachment 9: ACS 2009-2013 Census Tracts, All Races
- Attachment 10: ACS 2009-2013 Census Tracts, Ethnicities
- Attachment 11: Federally Qualified Health Centers
- Attachment 12: USDA WRO Targeting Methodologies Summary
- Attachment 13: SNAP-Ed Strategies & Interventions: An Obesity Prevention Toolkit for States
- Attachment 14: Social Ecological Model
- Attachment 15: Institute of Medicine Report: Accelerating Progress in Obesity Prevention
- Attachment 16: CDC's Recommended Community Strategies and Measurements to Prevent Obesity in the United States
- Attachment 17: Theory at a Glance: A Guide for Health Promotion Practice
- Attachment 18: USDA SNAP-Ed Guidance
- Attachment 19: Travel Worksheet – coming soon
- Attachment 20: NEOPB Fiscal and Administrative Guidelines Manual
- Attachment 21: Portfolio Guidance
- Attachment 22: Portfolio Settings
- Attachment 23: Portfolio (Live, Ages 18+)
- Attachment 24: Portfolio (Learn, Ages 0-5)
- Attachment 25: Portfolio (Learn, Ages 6-17)
- Attachment 26: Portfolio (Shop, Ages 18+)
- Attachment 27: Portfolio (Work, Ages 18+)
- Attachment 28: NEOPB SNAP-Ed FFY 2017-2019 Funding Projections

If you have questions regarding the FFY 2017-2019 funding application, please contact your assigned Contact Manager (CM) or Project Officer (PO). If you do not have an assigned CM or PO contact (916) 449-5409.

Sincerely,



John Talarico, DO, MPH, Chief
Nutrition Education and Obesity Prevention Branch