

## LHD 2013 FAQ

1. How is grant supposed to be submitted, uploaded, emailed or sent via US Mail?  
Grant application documents are accepted electronically via email. We will need the electronic files to work with USDA as well as grant execution process. Any documents that require a signature can be scanned with signature and sent electronically or the original sent via US Mail.
2. It is our understanding that counties that receive the base allocation do not need to do subcontracting. Is this correct?  
That is correct. LHDs receiving \$200,000 are not required to sub-grant out any amount. These LHDs can sub-grant out funds if they choose to.
3. May sub grants exceed the 50% level if the LHD want to?  
Yes, a grantee can sub-grant out more than 50% of their funds to accomplish the SOW objectives.
4. Is a competitive RFP process required to secure our subcontractors? Can we provide sole source justification?  
You will need to follow your county's subcontracting/sub-granting rules. For the state grant process, RFP or sole source justifications are both acceptable in most cases. Please refer to the Fiscal section: [1000 Subcontracts and Consultant Agreements](#) from our guidelines manual for sub-granting process and a list of those types of entities exempt from bidding. Please contact your assigned Grant Manager for more information.
5. Currently our county has a school entity (school district, COE, SOS) large network grant, do they have to compete in the open grant process? Or how might they be given preference based on experience?  
Since school based organizations are exempt from a competitive grant process, you may be able to contract with the entity directly. However, your county may require an open grant process to distribute these funds. If this is the case additional points could be given for experience in the scoring portion of the grant.
6. Would you recommend sub-granting for a formal project evaluation? The evaluation expertise could be provided through paying a portion of an in house evaluation expert's time, a recruited position in the personnel line item, or through a consultant under a sub grant agreement.

7. Can a LHD subcontract with an agency that is currently receiving Network funds if the subcontracted agency plans to do work at additional sites and/or work that is not currently in their SOW with the Network?  
It is not prohibited to sub-grant with an agency that will also receive *Network* funds. The sub-grantee must comply with the following criteria:
  - Cannot duplicate numbers reach, must track each separately
  - Cannot duplicate sites
  - Cannot pay staff more than a total of 1 FTE across all agreements
8. Can we have one Prime sub-grantee and then they have additional sub-grantees?  
Yes, sub-grantee may have sub-grantees. Please work with your assigned GM for more information.
9. How should we handle sub-grantee's request to amend their budget?  
All amendments to the grant agreement including sub-grantees must go through the formal amendment process. Please work with your assigned GM to complete the amendment process.
10. How do we adequately build in conference travel when items such as different types of media training or CX3 training are not adequately enumerated?  
Based on your funding amount and the SOW objectives the PM/GM will help you budget your travel and training costs.
11. Can we get a list of all SNAP-Ed funded projects for our County?  
The Network and UC CalFresh (formerly UC-FSNEP) current contact lists are both available under Resources on the LHD web page. If you are not sure, check with your local social service CalFresh agency to see if they are receiving SNAP-Ed funds.
12. Are budgets beyond FFY13 required on 7/13/12?  
Yes, budgets for all four years are required for the grant agreement. Emphasis should be placed on year one, since this is the BJ that will be reviewed and approved by USDA this Federal Fiscal Year and is due to CDPH by 7/13/12. There will be opportunities in the future to formally amend the future budget years so please do the best you can on the out years.
13. When do they expect the contracts to arrive in the county for execution?  
We aim to have the grants executed by 9/30/12 to begin work on 10/1/12. Grant Agreement packages should be arriving in counties beginning in August.

14. Is there a form that needs to be submitted for the Indirect Cost Rate (ICR) if we don't have a federally negotiated indirect cost rate?  
For agencies that do not have a federally-negotiated ICR, they must submit a cost allocation plan to the Network for review and approval. Please see the Guidelines Manual, II. Fiscal Section, [1300 Indirect Cost Certification for additional information.](#)
15. Do we need to list objectives in the budget justification?  
Yes, please indicate which Objective the costs in the budget justification are tied to in your SOW for in the following line items: Equipment over \$5k, Travel and Sub Grantees.
16. How many Scope of Work (SOW) objectives do we need to do based on the 4-year funding allocation?  
Please work with your assigned PM to determine how to incorporate your objectives for the 4-year funding period. Since funding increases in FFY 2014 for most LHDs, additional objectives will be required in FFY 2014. Please refer to Attachment 4 for each funding levels requirements. Please work directly with your PM to negotiate SOW objectives and timelines.
17. Is an optional objective required?  
You can refer to Attachment 4 for SOW requirements. Depending on your funding level determines the number of objectives that must be completed. All required SOW objectives must be completed. There is some flexibility in the optional objectives that you choose based on your funding level. Please work directly with your PM to negotiate SOW objectives and timelines.
18. What SOW changes will be allowed during amendments?  
The most common changes expected are reach numbers, responsible party and timeline. For these types of changes and other less common change requests work directly with your assigned PM to negotiate these changes during the amendment process.
19. Do we need to list the specific educational materials to be used on Form 6, 2g. ?  
No. We're referring USDA to the master Nutrition Education List and you may select any education items from that list to use in FFY 2013.
20. Can the director FTE be shared?  
There is some flexibility in staffing patterns. It is important that there are enough staff on board to complete the SOW. Please work directly with your assigned PM to determine an approved staffing patterns.

21. Can you provide examples of environmental and systems supports that are allowable?

This area is still evolving. CDPH is seeking further clarification from USDA on allowable costs related to environmental and system supports. At this time please refer to the Supplemental Nutrition Assistance Program Education Guidance: Nutrition Education and Obesity Prevention Grant Program pages 9-11 for some possible environmental supports. CDPH will provide more guidance in this area in the future.

22. Can objective 12 be implemented in Middle or High Schools?

Yes, objective 12 can be implemented in any qualifying school or afterschool program serving grades K-12. Historically, we have had success implementing comprehensive nutrition education interventions in elementary school site and youth engagement projects with middle and high school students.

23. Is there any way to reduce the required unduplicated participants?

The required unduplicated participants are based on an average cost per participant and are in line with USDA expectations. Unduplicated participation numbers can be a combination of direct and indirect contacts.

24. Do you know if DSS will continue to receive funding for 2014-2016?

CDPH does not know DSS funding opportunities for future years at this time.

25. Attachment 3 – Local Support Report – what is the % expected to be reported?

We are asking 50% of your total funding. If you're getting \$200,000, a \$100,000 of local support is expected. Please refer to PL 12-02 for details about local support requirements:

<http://www.cdph.ca.gov/programs/cpns/Documents/PL12-02LocalSupportGuidelines.pdf>.

26. Are there new ways to qualify sites, beyond population at or below 185% FPL and proxy sites now known as means tested programs?

Currently, we are using traditional methods to qualify sites such as means tested programs (formerly known as proxy sites), census tracts with 50% or more residents at or below 185% FPL or schools with a combined 50% or more total free or reduced meal lunches. CDPH is currently exploring additional ways to qualify sites with CDSS and USDA. If new methods are approved they will be shared broadly with funded partners.

27. Do all stores assessed as part of CX3 need to qualify based on census tract?

CX3 data assessment should be conducted in eligible neighborhoods in order to engage low income community residents in the process and in order to conduct implementation/interventions in years 2-4. In some cases if the census tract falls below 50% during the intervention years, reassessment will still be conducted as planned in year 5. For the retail objective there are additional methods to qualify retail sites.