

REQUEST FOR APPLICATIONS (RFA) #AARFA-2009

Network for a Healthy California—African American Campaign Faith Projects

Released May 1, 2009

Applications due on June 12, 2009 by 4:00 p.m.

Network for a Healthy California
**California Department of Public Health/
Public Health Institute
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Sacramento, CA 95899-7377**



This project is funded by the United States Department of Agriculture Supplemental Nutrition Assistance Program (formerly Food Stamp Program) through the *Network for a Healthy California*, an initiative of the California Department of Public Health. It is being administered by the Public Health Institute (PHI). These institutions are equal opportunity providers and employers.

PHI is an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world. As one of the largest and most comprehensive public health organizations in the nation, PHI is at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI works with the *Network for a Healthy California* of the California Department of Public Health to administer the faith-based contracts resulting from this RFA.

RFA Timeline

DATE	ACTIVITY
May 1, 2009	RFA released on Web site
May 14, 2009	Written RFA questions due by 4 p.m.
May 22, 2009	Answers posted to the Web site
May 29, 2009	<u>Mandatory</u> , non-binding Letter of Intent due by 4 p.m.
June 12, 2009	Applications due by 4 p.m.
June 19, 2009	Intent to Award posted and formal notification to all applicants sent
June 24, 2009	Appeal deadline 4 p.m.
July 1, 2009	Contract begins

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I. INTRODUCTION

A. Overall Purpose of Request for Applications (RFA)

The Public Health Institute is soliciting applications for the *Network for a Healthy California (Network)* of the California Department of Public Health (CDPH) from eligible non-profit faith associations to increase the use of effective, innovative nutrition education interventions in faith-based organizations, encourage daily physical activity, and to promote access to healthy food for low-income African Americans living in California.

II. GENERAL INFORMATION

A. Background

The *Network for a Healthy California (Network)* is a comprehensive statewide social marketing initiative whose mission is to create innovative partnerships that empower and enable low-income Californians, especially families with children, to eat the recommended amounts of fruits and vegetables and enjoy physical activity every day. At the state level and through 11 *Regional Networks*, the *Network* partners with nearly 1,000 public, non-profit, and business organizations that want to work together to promote good health, eliminate health disparities, and prevent chronic diseases, including obesity. Funding is made possible from the contributions of public and non-profit organizations that qualify for federal financial participation reimbursement through the USDA Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program). Visit www.networkforahealthycalifornia.net to learn more about the *Network* or www.cachampionsforchange.net for consumer information. The *Network* is led by the

California Department of Public Health's Cancer Control Branch and is administered in part by the Public Health Institute.

Figure 1



To effectively serve and to work in partnership with Californians eligible for SNAP-Education (SNAP-Ed), the *Network* has identified the Social Ecological Model as its scientific underpinning (Figure 1). Within the context of the USDA SNAP-Ed Guidance, the *Network* programs promote positive change for healthy eating and physical activity in five spheres of behavioral influence that impact dietary

and physical activity behaviors: individual, interpersonal, institutional/organizational, community, and social/policy/systems.

The *Network's* targeted social marketing campaigns, including the *African American Campaign*, are designed to reach low-income Californians where they live, shop, learn, work, worship, and play. In addition to changing individual behaviors, they also help organizations and individuals become Champions for Change to make fruit and vegetable consumption and physical activity easy to do and socially supported.

The *Network for a Healthy California—African American Campaign (African American Campaign)* empowers African American adult women, ages 18-54, and their families to consume the recommended amounts of fruits and vegetables and get the recommended levels of physical activity every day--at least 30 minutes for adults and 60 minutes for children and teens. Currently, the *African American Campaign* operates in 6 of 11 *Regional Networks for a Healthy California* (www.networkforahealthycalifornia.net/rn) to reach African Americans through faith organizations, supermarkets, direct health service providers, and a wide variety of community-based organizations. Public relations activities, nutrition education and consumer empowerment initiatives, and public and private partnerships support the interventions to make the healthier choices the easier choices for African American families. The six regions are listed below, with the priority counties for the *African American Campaign* underlined.

- Bay Area Region: Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties
- Central Valley Region: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties
- Desert Sierra Region: Inyo, Riverside, and San Bernardino counties
- Gold Country Region: Alpine, Amador, Calaveras, El Dorado, Mono, Placer, Sacramento, San Joaquin, Solano, Stanislaus, Sutter, Tuolumne, Yolo, and Yuba counties
- Los Angeles Region: Los Angeles County
- San Diego & Imperial Region: San Diego and Imperial counties

Studies have shown that eating the recommended amounts of fruits and vegetables and engaging in regular physical activity significantly reduce the risk of serious health problems plaguing the African American community, such as obesity, type 2 diabetes, heart disease, stroke, and certain types of cancer. The African American community is often disproportionately affected by diet-related chronic diseases and food security issues, as indicated by these statistics:

- In total, 76 percent of African American adults in California are overweight or obese, as compared with 59 percent of the total adult population.¹
- Cardiovascular diseases (CVD) rank as the number one killer of African Americans,

¹ Behavioral Risk Factor Surveillance System Survey Data: 2007 [Unpublished data file]. Sacramento, CA: *Network for a Healthy California*, Policy, Partnership, and Planning Section; Cancer Control Branch; California Department of Public Health.

claiming the lives of 35 percent of the more than 292,000 African Americans who die each year.²

- Among African Americans in California, 12 percent reported they had been diagnosed with diabetes, which is 1.7 times the rate of white Californians.³
- Seventeen percent of Food Stamp recipients in California are African American,⁴ although African Americans comprise only 6.7 percent of the total California population.⁵

Additional health statistics on African Americans are available on the Web site at: <http://www.cdph.ca.gov/programs/cpns/Pages/AfricanAmericanHealthStatistics.aspx>.

In order to improve the health of African Americans, strategies for educating adults and youth through research, faith-based education programs, community health fairs, media, and public and private partnerships are being implemented.

The rates of chronic disease in the African American community may be decreased through education and behavior change supported by health ministries working to improve the overall health and quality of life of African Americans. The *Network* recognizes African American churches as one of the strongest institutions within the African American community for providing education and generating community change. Surveys conducted by the *Network* have shown that churches are listed among the top five places where African Americans want to receive education on nutrition and physical activity. Faith-based health ministries are an important service to the African American community, helping individuals and families learn about and act upon the links between the high rates of chronic disease among African Americans and poor health habits, particularly low fruit and vegetable consumption and sedentary lifestyles.

B. Purpose of the RFA

On behalf of the *Network*, the Public Health Institute (PHI) is conducting an open, competitive RFA process to fund up to four Faith Projects at an annual maximum award of \$150,000 per project, or \$487,500 over a 39-month period. Specific award amounts will be based in part upon the number of churches and number of people that the awardees will serve. The initial contract term shall be from July 1, 2009 – December 31, 2009 to align with PHI's contract with the California Department of Public Health, with funds for this period up to \$75,000 per contractor for the six-month period. Successful applicants awarded a contract with PHI as a result of this RFA will be eligible for an additional contract term (subject to funding availability) from January 1, 2010 through September 30, 2012, contingent upon funding availability and successful

² Kung, C.H. et al. (2008) *National Vital Statistics Reports: Deaths: Final Data for 2005*. Division of Vital Statistics. Center for Disease Control and Prevention. Retrieved April 07, 2009, from, http://www.cdc.gov/nchs/data/nvsr/nvsr56/nvsr56_10.pdf (Tables 3,12)

³ California Health Interview Survey-Ask CHIS 2007. Retrieved April 07, 2009, from <http://www.chis.ucla.edu>

⁴ California Department of Social Services. Food Stamp Information based on Q5 data for FFY2007 <http://www.dss.cahwnet.gov/foodstamps/PG844.htm>

⁵ US Census Bureau, California State and County Quick Facts, 2007 <http://quickfacts.census.gov/qfd/states/06000.html>

performance of the subcontracting organization. Funding for the *African American Campaign* Faith Projects is contingent upon the continued availability of funds through USDA SNAP, and subject to USDA SNAP-Ed Plan Guidance requirements at <http://www.nal.usda.gov/fsn/Guidance/2009.1SNAP-Ed%20Guidance.pdf> and *Network* Allowable and Unallowable Costs guidelines (see Attachment 1).

From 1999 through 2008, the *African American Campaign* funded churches directly through its faith-based community projects. The participating churches received funding to implement the National Cancer Institute/American Cancer Society Body & Soul program, which provides a framework for successfully influencing nutrition and physical activity behaviors among African Americans in church settings (visit <http://www.bodyandsoul.nih.gov/index.shtml> for more information about Body & Soul). The faith-based community projects also promoted the *Network's* fruit, vegetable, and physical activity messages through the media, community festivals, farmers' markets, nutrition classes, supermarkets, and public/private partnerships.

The overall objective of this RFA is to build upon the successful approaches and lessons learned through the faith-based community projects to engage a larger number of churches, communities, and African American families within the state. Through this RFA, funding will be awarded to non-profit faith associations whose California-based member congregations serve large numbers of African American families, the majority of whom qualify for USDA SNAP-Ed due to having annual income less than or equal to 185 percent of the Federal Poverty Level (henceforth referred to as low-income African Americans).

Specifically, the USDA SNAP-Ed audience is comprised of certified and likely-eligible SNAP participants (with incomes at or below 130 percent of the Federal Poverty Level) and potentially-eligible participants (with incomes at or below 185 percent of the Federal Poverty Level). (See <http://aspe.hhs.gov/POVERTY/09poverty.shtml> for 2009 Poverty Guidelines.) The USDA requires *Network*-funded projects to document that over 50 percent of their audience meets these income criteria. Audience income eligibility is confirmed through the use of census tract or census block data identifying their demographic (income and ethnicity) make-up (See <http://www.cnnqis.org/> for the *Network's* Geographic Information System, which provides the required census tract and census block data). Additional sites may be approved by the USDA with appropriate documentation that the audience is income-eligible; such as, through an approved survey of church congregants or their participation in other programs serving low-income Californians.

The *Campaign* will offer resources, including funding, research-based educational materials, technical assistance, coordination, and training, to qualifying non-profit faith associations to build on their established networks and empower their church members' congregants to provide a stronger voice for their community in the areas of healthy eating and physical activity. The ultimate goals are to:

- Enable African American churches reaching large numbers of low-income persons to provide vital skills training to individuals and families to eat the recommended

amounts of fruits and vegetables and get the recommended levels of physical activity every day;

- Stimulate change in attitudes, knowledge, and behavior among social groups (e.g., churches, service organizations, educators, youth groups) and businesses serving the African American community (e.g., food retailers, sports, entertainment, health providers); and
- Promote self-efficacy and encourage social norms that support family, organizational, and community decisions to adopt healthy behaviors and environments.

Organizations funded through this RFA will be required to complete the Scope of Work (SOW) detailed in Form #5. The key activities include (1) recruitment, training, and support to a minimum of ten qualifying churches within the association's network to implement the Body & Soul program and complementary activities to reach a minimum of 2,500 eligible African American adults, (2) technical assistance to participating congregations in developing community partnerships and educating and encouraging consumers to create positive changes in their communities, (3) identification of Champion Pastors to inspire and educate low-income African Americans to create healthy changes, (4) collaboration with the *Regional Networks for a Healthy California*, (5) promotion of the *African American Campaign, Body & Soul*, and their key health messages within the faith association's national, state, and community networks, (6) participation on the *Network's* statewide African American Advisory Council to provide direction and advice to the *African American Campaign*, and (7) administrative and fiscal management, including required documentation of activities, persons participating, and fiscal reporting.

Applicants shall submit the Scope of Work (SOW) for the period beginning July 1, 2009 and ending September 30, 2012. Applicants shall submit separate budget justifications for each designated fiscal period. These include:

- July 1 – September 30, 2009
- October 1 – December 31, 2009
- January 1 – September 30, 2010
- October 1, 2010 – September 30, 2011
- October 1, 2011 – September 30, 2012

If additional funding is made available, projects from this solicitation not initially selected for funding will be considered for funding at a later date in the order of the scores they receive during the application review process.

C. Eligibility Requirements

Applicants must be non-profit faith associations that:

1. Have a network of congregations that serve low-income African Americans and a minimum of ten that are located within California census tracts in which at least 50

percent of the African American population is at or below 185 percent of the federal poverty level. Congregations located outside qualifying census tracts may be able to demonstrate appropriate targeting to the low-income audience through USDA-approved methods.

2. Can provide proof of non-profit status as part of the response to the RFA (for example, a copy of your signed 501(c)(3) IRS form).
3. Can conduct programmatic and fiscal operations from a California-based office.
4. Have sufficient resources to pay program costs in advance, as expenditures are reimbursed in arrears by PHI and can take up to 90 days for reimbursement. PHI may authorize one annual advance payment each federal fiscal year in an amount not to exceed 25 percent of the contractor's annual contract budget. Guidelines on advance payment will be made available during contract negotiations.

Furthermore, the *African American Campaign* is seeking organizations able to demonstrate that they:

1. Possess the capacity to manage program implementation and adhere to the contractual, fiscal, and program reporting requirements of PHI, CDPH, and USDA.
2. Have a fiscal infrastructure with sound accounting practices to track and administer program expenditures.
3. Have office space in which all fiscal records and source documentation are maintained and accessible to the *Network* upon request. Documents must be retained for a minimum of three years after the close of the contract.
4. Possess the experience or capacity to provide faith-based nutrition education to well-identified low-income target groups.
5. Have a proven track record in implementing community-based projects.
6. Have partners that will help to support and enhance the work of the association and its participating churches in implementing the Scope of Work.
7. Have a successful track record with the partners being proposed or that are able to describe how new partners will work together based on mutual goals and collaborative project implementation plans.
8. Are able to describe how the funded project activities will be supported and sustained beyond the contract period.
9. Have or be able to recruit staff with core competencies in:
 - Planning, designing, and implementing nutrition and physical activity programs in organizational and community settings
 - Collecting data and writing reports
 - Written and verbal communications
 - Interacting well with people from diverse cultural, socioeconomic, educational, racial, ethnic, age, and professional backgrounds
 - Developing programmatic budgets

III. HOW TO APPLY

A. General Instructions

A mandatory, non-binding Letter of Intent must be received no later than 4 p.m. on May 29, 2009. Complete Form #1 and fax it to (916) 449-5414, attention Laura O'Neill. Applications from organizations that do not submit the mandatory Letter of Intent will be rejected. Questions regarding this RFA must be provided in writing by May 14, 2009 at 4:00 p.m. Submit questions via e-mail to Laura.ONeill@cdph.ca.gov. Written responses to all questions will be posted to the Web site on May 22, 2009.

To apply, submit one (1) original application packet and four (4) copies to the PHI/*Network* office no later than 4 p.m. on June 12, 2009. In addition, e-mail the electronic files of your application materials to the e-mail address provided below. Application packets postmarked on or before June 12, 2009, but received after 4 p.m. will not be accepted. It is the sole responsibility of the applicant to ensure that PHI receives the application package by the above deadline. Incomplete or late applications will be considered non-responsive and will not be reviewed.

Please note that it can take up to several days for items sent through the United States Postal Service to be processed through the State mail system. It is highly recommended that applications be sent via express courier/overnight or hand-delivered to the PHI/*Network* office.

Send or deliver application packets to:

Mailing Address:

Laura O'Neill
Program Administrator
Public Health Institute
Network for a Healthy California
P.O. Box 997377, MS-7204
Sacramento, CA 95899-7377

Shipping Address/Overnight Express:

Laura O'Neill
Program Administrator
Public Health Institute
Network for a Healthy California
1616 Capitol Avenue, MS 7204
Sacramento, CA 95814

E-mail electronic files to: Laura.ONeill@cdph.ca.gov

PHI reserves the right to reject any or all applications, cancel this solicitation, and/or request best and final offers from some or all applicants. Acceptance of an application is subject to negotiations of a contract between PHI and the applicant organization. Agencies will not be reimbursed for any expenses incurred in the development of this application. All materials submitted in response to this RFA will become the property of PHI at the time the application is received.

All applicants agree that in submitting an application they authorize PHI to verify any or all claimed information and to verify any references named in their application.

All applications must be complete when submitted. No changes, modifications, corrections, or additions may be made once the application is filed with PHI. PHI reserves the right to contact applicants during any application evaluation phase to clarify the content of the application.

The lead organization and any subcontractor(s) must have carefully investigated all conditions which affect, now and in the future, the performance of the work covered by the application. The lead organization and any subcontractor(s) must be fully informed concerning the conditions to be encountered, quantity and quality of work to be performed, and are familiar with all federal and State laws that affect the work to be conducted and the persons employed in the work.

B. Content of Applications

Please submit the following items:

1. Application Cover Sheet and Checklist (Form #2)
2. Table of Contents
3. Project Description and Approach (Form #3)
4. Agency Capabilities (Form #4)
5. Scope of Work (Form #5)
6. Budget and Budget Justification (Form #6)
7. Project Summary (Forms #7a and #7b)
8. Résumés or Job Descriptions for Key Staff
9. Letters of Support

Complete Forms 1 - 7 in the Forms section of the RFA Web site.

Project Description and Approach, Form #3 (30 points, maximum of 5 pages)

Based upon the content of this RFA, including the Scope of Work, provide a description of the project as it would be implemented by your organization. List your organization name in the document header. As part of this summary, describe each of the following in the space provided:

1. How the project aligns with the mission and purpose of your organization, including both the association and its member congregations.
2. The audiences that will be served by the project, including the number of church sites and individuals.
3. How the project will be managed, including programmatic, administrative, and fiscal management.
4. The approach that will be used to implement the project, including

- a. Recruiting church sites for participation and motivating them to implement Body & Soul and its complementary activities, including organization and community change activities led by the congregation;
 - b. Providing training and ongoing technical assistance and maintaining regular communications with participating churches;
 - c. Identifying and involving Champion Pastors; and
 - d. Collaborating with local, regional, and state partners.
5. The impact you anticipate this project will have after three years of funding. The applicant should envision specific results or deliverables that did not necessarily exist at the beginning of the project and that would clearly benefit the target audience in measurable ways.

Agency Capabilities, Form #4 (20 points, maximum of 3 pages)

Provide a narrative summary up to three pages that describes your agency's capabilities to implement the project. List your organization name in the document header. The summary should include each of the following in the space provided:

1. Describe your agency's overall mission, history, major activities, and funding sources.
2. Describe to what extent your agency has promoted healthy eating, physical activity, chronic disease prevention, or other health-related behaviors among low-income individuals and families.
3. Identify key people who will work on the project and briefly describe their qualifications. Specify the lead person (by name and title) responsible for implementing the project, monitoring progress, and maintaining contact with the *Network*. Attach résumés. For staff not yet hired, provide a position description, including the qualifications that you will seek for each position.
4. Describe the specific roles and capabilities of any key partners. Name the lead person(s) responsible for the collaboration and partnership, their title, and briefly explain their capabilities, or contribution to the partnership. Describe the length and nature of previous collaborations with the lead organization. For new partners, explain how you will develop and maintain an effective working partnership.
5. Describe your organization's management experience, technology capacity, and fiscal capacity to administer similar type projects.
6. Describe how your organization will sustain these efforts in the absence of *Network* funding after the three-year contract.
7. Provide copy of 501(c)(3) nonprofit designation from the Internal Revenue Service.

Scope of Work, Form #5 (5 points)

The Scope of Work (SOW) detailed in Form #5 provides the basis for contract negotiations and, along with the budget, becomes a legally binding document. The negotiated SOW and any subsequent revisions will be incorporated and made part of the contract. The SOW may be changed only with prior approval from the *Network*.

The SOW outlines the goal, objectives, and activities of the project, while the project description and approach provides an opportunity to describe the approach the

applicant will use in successfully achieving the objectives and activities outlined in the SOW.

Complete Form #5, Scope of Work as follows.

1. For each activity, please indicate appropriate staff positions that are responsible for completion of the activity in the Responsible Staff column. Include a legend for the staff as shown in the footer of the template.
2. Under Objective 2, specify the total number of churches your agency will recruit for participation. Insert the number of churches and the total number of low-income men and women you plan to reach each year in the space provided (see red, bold text) within the Objective description and within Activity 1.

Budget and Budget Justification, Form #6 (30 points)

Complete a Budget and Budget Justification Form (see Form #6) for each of the five budget periods. Use this form to discuss and justify each of the expenditure categories, along with the total dollar amount. Immediately below each classification title and dollar amount, briefly describe how the funds will be used. List estimated expenses in the appropriate categories, following the budget justification instructions in Attachment 2.

Travel funds must be included in the budget for each of the required orientations, meetings, and trainings described in Objective 7, Activity 5 of the Scope of Work and must comply with the travel guidelines outlined in Attachment 3: Travel Reimbursement Information.

Important Checklist for Budget Justification Documents to be submitted:

1. Budget calculations and totals are accurate.
2. Appropriate level of detail is given in all budget documents.
3. Personnel costs are reasonably based on the qualifications of the individuals and the needs of the contractor.
4. Fringe benefits are a reasonable percent of staff salaries, not to exceed 35% without detailed justification.
5. Operating costs are reasonable and based on quality and quantity of activities in the SOW.
6. Equipment expenses—provide model, make, and unit cost.
7. Travel and Per Diem costs are reasonable and based on State reimbursement rates.
8. Subcontract costs are reasonable based on the quality and quantity of activities to be performed in the SOW.
9. Subcontracts—must provide budget justification and brief description of project, including personnel and key activities.
10. Other costs are reasonable based on the quality and quantity of activities to be performed in the SOW.
11. The percentage rate used to calculate the Indirect Expenses does not exceed 25 percent.
12. Overall, all purchases and expenditures must be reasonable and necessary for the completion of the Scope of Work.

Project Summary, Form #7, parts a and b (10 points)

All *Network*-funded programs must provide income targeting data for the populations that are served with *Network* funds. The income targeting data source will verify your target audience meets the 185 percent FPL requirement. The Project Summary Instructions (Attachment 4) will assist the applicant in filling out the Project Summary Form. The Project Summary Form is a mandatory document to be submitted with the application.

Résumés (part of Agency Capabilities score)

Attach a one-page résumé for each of the key staff involved with the proposed project. For staff yet to be hired, include a one-page job description in place of a résumé.

Letters of Support (5 points)

Solicit and include no more than three (3) letters of support from past clients, funders, or other agencies that support the applicant's successes. Letters should not exceed three pages total. The letters should include the following:

- Describe the capacity in which the reference worked with the applicant.
- Describe the applicant's successes in the area of programmatic experience as they relate to this project, including health education, promotion of healthy eating and/or physical activity, and/or participation in the Supplemental Nutrition Assistance Program (formerly Food Stamp Program).
- Describe the applicant's level of fiscal and administrative experience.
- Describe how the supporting organization will be engaged with and contribute to the success of the project.

The letters must be on agency's letterhead and should include the address, telephone number, name and title of the letter's author. PHI reserves the right to contact any reference during the application process.

C. Selection Criteria

Applications will be reviewed for completeness and compliance with RFA requirements. Each application received meeting the completeness and compliance requirements of the RFA will be evaluated by a panel of reviewers to determine the responsiveness of the application to the purpose and requirements specified in the RFA.

Applications will be scored according to the following criteria:

Project Description/Approach	30 points
Agency Capabilities	20 points
Scope of Work	5 points
Project Summary	10 points
Budget & Budget Justification	30 Points
Letters of Support	5 points
<hr/>	
Total Points	100 points

Applications that score 75 points or higher will be considered for funding. Funding will be awarded in order of score (highest score first) to the extent funding is available.

D. Conditions of Contract

Contractual terms and conditions for the resulting subcontract agreements can be viewed on the *Network's* Web site at <http://www.cdph.ca.gov/programs/CPNS/Pages/AACampaignRFA.aspx>. Awards recommended from this RFA will be contingent on additional review and approval by USDA.

E. Appeal Process

Only those agencies that submit an application consistent with the requirements of this RFA may appeal. There is no appeal process for applications that are submitted late, are non-compliant, or are incomplete. Applicants may not appeal their funding levels. Letters appealing the final application selection must be received by June 24, 2009 at the address listed below. Email or faxed documents for appeal WILL NOT BE ACCEPTED.

The appeal process consists of two steps: (1) Letter indicating the applicant is appealing the final decision and selection; (2) The appellant must file a complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appellant's position, and the remedy sought. Incomplete appeals will be rejected. Appeals must be mailed to:

Mr. Dennis Derenzy
Public Health Institute
c/o Network for a Healthy California
P.O. Box 997377, MS 7204
Sacramento, CA. 95899-7377
Fax number: (916) 449-5517

It is the sole discretion of Mr. Derenzy or his designee if an appeal hearing will be held. The decision of Mr. Derenzy or his designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding their appeal in writing within fifteen (15) days of their hearing date or the consideration of the written appeal letter, if no hearing is conducted.

F. Forms

Form #1	Letter of Intent
Form #2	Application Cover Sheet
Form #3	Project Description and Approach
Form #4	Agency Capabilities
Form #5	Scope of Work
Form #6	Budget and Budget Justification
Form #7, parts a and b	Project Summary