

Questions and Answers for Request for Application (RFA) #AARFA -2009

Administrative

1. Page 4 of 13 (under General Information): Will the educational materials you refer to be funded by you or by us? Could you elaborate on the procedure?

Answer: The *Network for a Healthy California* has nutrition education materials available free-of-charge for *African American Campaign Faith Projects* contractors to use for their interventions, including those listed on Form 7b under the Education Materials tab. Contractors access the materials through an online ordering system or through the *Regional Networks*. If you are proposing the creation of additional educational materials (Form 7b, New Materials tab), you should include the costs of developing and reproducing the materials in your budget.

2. Page 5 of 13 (under General Information): The goal is to reach a minimum of 2500 people per year. If awarded the entire two-term contract, would it still be the same goal of reaching 2500 people per year or more?

Answer: 2,500 is the minimum acceptable reach per year. The *Network* would like to see an increase in numbers reached as the project progresses based on the experience of the project. The project is expected to achieve the minimum reach number each contract year.

3. Form#5 – On page 2 of 12, there are red lined areas of text. Do we simply insert our data in the blanks? On Form 5, in general, much of the table is already completed – is this intended to be a sample chart or should we just take what is already started and complete the missing pieces (ex: add responsible staff where the table is blank, etc.)?

Answer: The *Scope of Work* is largely already prescribed. Please insert the data requested and add the staff that you've identified to fulfill the various *Scope of Work* activities.

4. Form #7a – On page 1 of 4, there are some boxes already checked off and many of the boxes are highlighted – is this just a sample? Or shall we take the information you have already checked off on this form and elaborate?

Answer: Take the information already checked off and elaborate. Highlighted areas are intended to draw your attention to those portions of the form that need to be completed and/or modified by the applicant.

5. How can we receive copies of the Health Ministry Manual, Youth Organization Resource Kit, Community Events Manual?

Answer: The Health Ministry Manual is under development. The *Community Youth Organization Idea & Resource Kit* can be downloaded from the Web site at <http://ww2.cdph.ca.gov/programs/cpns/Pages/PowerPlayResources.aspx>

The Community Events Manual can be downloaded from the Web site at <http://ww2.cdph.ca.gov/programs/cpns/Documents/CPNS-AA-KIT632.pdf>

Agency Capabilities

6. I'm interested in submitting an application on behalf of [name removed] Missionary Baptist Church; however, I need to clarify if [name removed] is eligible. The church is not an association as referenced in the introduction, but we have the ability to create a network of "sister" churches to participate in the project. Clarification will be greatly appreciated.

Answer: The RFA requires that the church be a nonprofit faith association. Individual churches that are interested in participating and are members of a faith association are encouraged to contact their faith association to suggest that it submit an application.

7. Would a local congregation with its own 501(c)(3) status be determined eligible, to prepare and submit a proposal in response to this RFA, on behalf of a network/association of other congregations that serve low-income African Americans? For clarification, this particular congregation has its 501(c)(3) for the purposes of its church, not the association.

Background:

Section II. General Information, Paragraph 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...." (Page 5 of 13); in relation to Paragraph B. Purpose of RFA (Page 4 of 13), it states: "Through this RFA, funding will be awarded to non-profit faith associations whose California-based member congregations serve large numbers of African American families."

and,

"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..."

Answer: The RFA requires that the church be a nonprofit faith association. Individual churches that are interested in participating and are members of a faith association are encouraged to contact their faith association to suggest that it submit an application.

Scope of Work

8. At least a minimum of 50 percent of target audience must reside within any area of the 16 identified (Kern) African American census tracts, correct? Residents residing such census tracts may also receive such services as long as such numbers are at or below 49%, correct?

Answer: The USDA Supplemental Nutrition Assistance Program Education guidance allows a site to qualify for the program if it is located within a

census tract where at least 50% of the residents are at or below 185% of the federal poverty level. All individuals participating at a qualifying site may receive services. If the site is not located within a qualifying census tract, an organization may request approval for a site by submitting alternative data that provide evidence that a minimum of 50% of the participants at the site are at or below 185% of the federal poverty level.

9. Can we recruit from any of the counties within our perspective Regions? For instance we are in Gold Country in Sacramento, in Sacramento county are we allowed to recruit from Yolo, Yuba, San Joaquin etc...?

Answer: Yes, churches may be recruited from any county within the six Regional Networks for a Healthy California that implement the African American Campaign.

10. Can we use the surveying system to qualify churches that are predominately African American but their location does not show as low-income areas on the GIS system?

Answer: Yes, a survey of church attendees may be used, but you must have your survey and methodology approved by the Network prior to use and have a sample size large enough to be significant. Survey results would need to indicate that at least 50% of the persons who will be served by the project are at or below 185% of the federal poverty level.

11. In Objective 2, # 3e, Does the Project Coordinator have to attend all 30 educational forums (3 per church), or can the train Body & Soul coordinator at each church head their own 3 forums?

Answer: The Body & Soul coordinators at the church sites should assume responsibility for planning and conducting the educational forums, based on guidance and technical assistance from the Project Coordinator. The Project Coordinator's technical assistance to the church sites should include planning tools, as well as tools to report results and evaluate the success of the event. The Project Coordinator is not required to attend the 30 or more educational forums, but is required to collect information for reporting purposes.

12. Is there a separate activity tracking form per church, or is there a combined tracking form used to include all the churches (10 or more) recruited by me?

Answer: The Activity Tracking Form referred to in the Request for Applications is a single form that will include areas for reporting individual church data and cumulative data. This form is currently provided as a Microsoft Excel file. The Faith Projects will be responsible for developing and implementing their own systems for collecting the required information from participating churches, based upon guidance and templates from the Network, and then entering the data into the Excel-based Activity Tracking Form.

13. Would partnering with Pro-Athletes, to do nutrition education, healthy snacks and healthy lunch at a 1-day camps, for under privilege kids (7-14 years), be considered part of our SOW?

Answer: The Campaign targets SNAP-Ed-eligible African American women ages 18-54 with children. Please see the Scope of Work for the interventions/channels in which the Campaign works. The activity described above could be conducted in addition to the primary Scope of Work activities provided it meets the guidelines for allowable expenditures and that all core Scope of Work activities are also met.

14. In Objective 7 # 3c, Is this Body and Soul certification, if not what certification are you referencing?

Answer: The semi-annual certification is a written and signed statement confirming that an employee who is paid 100% through USDA SNAP-Education funding spent 100% of his/her time conducting SNAP-Ed allowable activities. All other persons whose time is partially funded through the project must complete approved quarterly time studies or time records.

Budget

15. Is \$37,500 available for each 3-month period?

Background:

Section II. General Information, Paragraph B. Purpose of RFA:

Please clarify the breakout of the \$487,500 over a 39-month period (page 3 of 13), in relation to the separate budget justifications for each designated fiscal period (Page 5 of 13), as follows:

\$37,500 for July 1 - September 30, 2009

\$37,700 for October 1 - December 31, 2009 \$112,500 for January 1 - September 30, 2010 \$150,000 for October 1, 2010 - September 30, 2011 \$150,000 for October 1, 2011 - September 30, 2012

Answer: \$37,500 is available for each quarter, \$150,000 per 12-month period. The budget breakout that has been requested is required because the Faith Project contracts will span multiple federal funding periods and two separate prime agency contracts between the Public Health Institute and the California Department of Public Health.

Other

16. The forms that are listed in the proposal on page 13, are there electronic copies available? We would like to submit our letter of intent.

All forms are available on the *Network for a Healthy California* Web site at <http://ww2.cdph.ca.gov/programs/cpns/Pages/AACampaignRFA.aspx> under the heading FORMS.