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Director & State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

April 5, 2013

To: *Network for a Healthy California (Network)* Local Health Department Project Coordinators

**RE: FUNDING APPLICATIONS FOR CONTINUING AND RENEWING LOCAL HEALTH DEPARTMENT CONTRACTORS/GRANTEES IN FEDERAL FISCAL YEAR (FFY) 2014**

This letter provides an overview of the funding application process for continuing and renewing Local Health Department contractors/grantees for FFY 2014. The *Network* requires detailed documentation from each contractor/grantee for the United States Department of Agriculture's (USDA) annual State Plan. This funding application is only for the documents required for the state plan. Amendments will be processed separately.

- Continuing contractors/grantees are defined as those Local Health Departments with California Department of Public Health (CDPH) *Network* contracts/grants that continue through FFY 2016.
- Renewing contractors/grantees are defined as those Local Health Departments with CDPH *Network* contracts expiring on September 30, 2013.
- This application does not apply to Very Small Rural Health Departments also known as "clusters". They will receive separate application instructions with the exception of Lake County Health Department. Lake County Health Department will follow the renewing process.

**General Considerations**

Supplemental Nutrition Assistance Program Education (SNAP-Ed) Regulations for FFY 2014 have not yet been released by USDA; therefore, additional changes may be required at any time during the reapplication process or during the funded year. SNAP-Ed intervention sites can only be used by one SNAP-Ed agency, therefore before submitting the application contact all other funded projects in your area to insure that each intervention site is only on one application. UC CalFresh, *Network* and California Department of Social Services projects must have different sites listed on their applications.

## **Documentation Submission/Completion Instructions**

Continuing and renewing contractors/grantees who intend to participate in the *Network* SNAP-Ed funding opportunity for FFY 2014 must submit a Non-Binding Letter of Intent by **April 12, 2013** to [supportstaffassignments@cdph.ca.gov](mailto:supportstaffassignments@cdph.ca.gov) to confirm their intent to participate.

Completed application packages must be submitted by **Monday, May 6, 2013** to [supportstaffassignments@cdph.ca.gov](mailto:supportstaffassignments@cdph.ca.gov). The application cover sheet designates the correct forms to submit depending on whether the agency is a renewing or continuing contractor/grantee. Incomplete application packages will be returned. The application documents can be found at the CDPH web site:

[www.cdph.ca.gov/programs/cpns/Pages/Network-LHDFAP2014.aspx](http://www.cdph.ca.gov/programs/cpns/Pages/Network-LHDFAP2014.aspx)

## **Forms and Instructions**

- Letter of Intent
- Form 1: Application Cover Sheet
- Form 2: Grantee Information Form (GIF)
- Form 3: Agency Capacity and Assurances (Renewing only)
- Project Synopsis Instructions
- Form 4: Project Synopsis (PSyn)
- Scope of Work(SOW) Instructions. (Renewing contractors/grantees. Continuing contractors/grantees will continue with the same SOW that is currently in their grant.)
- Form 5: Scope of Work
- Form 6: FFY 2014 Budget (Excel Version 2010)
- Form 7: FFY 2014 Budget (Excel Version 1997-2003)
- Form 8: Request for Non-*Network* Sponsored Travel
- Form 9: Memorandum of Understanding (MOU)
- Form 10: Training Worksheet

## **Attachments/Resources**

- Attachment 1: *Network* Approved Nutrition Education Materials List (Excel)
- Attachment 2: FRPM Data (PDF)
- Attachment 3: ACS 2006 – 2010 Census Tracts, All Races
- Attachment 4: ACS 2006 – 2010 Census Tracts, Ethnicities
- Attachment 5: ACS 2006 – 2010 Census Block Groups, All Races
- Attachment 6: ACS 2007 – 2011 Census Tracts, All Races
- Attachment 7: ACS 2007 – 2011 Census Tracts, Ethnicities
- Attachment 8: ACS 2007 – 2011 Census Block Groups, All Races
- Attachment 9: Travel Reimbursement Information
- Attachment 10: Local Support Form
- Attachment 11: Social Ecological Model
- Attachment 12: Allowable/Unallowable Costs Table

Continuing contractors/grantees who wish to amend their FFY 13 budget during this application process should contact their CM for guidance. All forms have been updated for FFY 2014. Do not use FFY 2013 forms, this will delay the application process as the documents will be returned for correction.

If you have questions regarding the FFY 2014 *Network* funding application please contact your assigned CM or PM. If you do not have an assigned CM or PM, please contact (916) 449-5409. Completed application packages must be submitted by **Monday, May 6, 2013** to [supportstaffassignments@cdph.ca.gov](mailto:supportstaffassignments@cdph.ca.gov).

Sincerely,

A handwritten signature in blue ink that reads "Melissa Meade". The signature is written in a cursive style with a large initial "M".

Melissa Meade, Chief  
Administrative Operations Section  
*Network* for a Healthy California  
Nutrition Education and Obesity Prevention