

Network for a Healthy California
Request for Application (RFA) NLP-2013
Network Local Project Competitive Solicitation
Voluntary Pre-Application Teleconference Script
Question and Answers Response Document

	Location in RFA	Question	Response
		Qualification Requirements	
1	Page 17, Qualification Requirements	Could you expand on the Local Support requirements? Does the Local Support need to be spent on nutrition education or can it be for activities addressing the low income population? What kind of documentation is required?	See RFA, Page, 3. D. Local Support CDPH and CDSS are requesting 50 percent of total contract budget as Local Support (not match). Local Support may include in-kind contributions provided directly or through donations from public, federal, state, or local governments or private entities and may be cash or in-kind including, but not limited to, facilities costs, equipment, personnel time, or services. The Local support/ in-kind should consist of nutrition education and obesity prevention activities that address low-income populations. Local Support is not state share or state match as previously defined by USDA. See Appendix 2 for more information.
2	N/A	If we were funded in the past as a special project and we have not heard yet about our funding for FFY 2013, should we apply for this competitive RFA?	There is no restriction in the RFA that prohibits previous special projects from applying for this RFA. We encourage <i>Network</i> partners to review the RFA and make their own determination whether or not to apply based on the RFA requirements.
3	Pages 3-4 "Who May Apply"	Can Public Health Institute apply for this funding?	There is no restriction in the RFA that prohibits previous funded projects from applying for this RFA. We encourage <i>Network</i> partners to review the RFA and make their own determination whether or not to apply based on the RFA requirements.
4	Pages 3-4, "Who May Apply"	If we are subcontracted through the County Health Department with <i>Network</i> funding are we still eligible to apply?	Read page 3-4 Who May Apply - Agencies that are currently or in FFY 2013 are subcontracting with a Local Health Department may apply for funds if they meet the

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			RFA requirement.
5	Page 3, Funding Amount & Contract Term	How much total funding is available (ball park is fine)?	Funding level is dependent on finalization of USDA State Plan Budget. Approximately \$2,000,000 of funding is available for FFY 2013.
6	Page 3, Funding Amount & Contract Term	The minimum funding request is \$200,000; however, is there an award ceiling?	Funding level is dependent on finalization of USDA State Plan Budget. Approximately \$2,000,000 is available for FFY 2013.
7	Pages 3-4 "Who May Apply"	Can local health departments be included in the application if they are already getting <i>Network</i> funding?	There is no restriction in the RFA that prohibits Local Health Departments or currently funded projects from applying for this RFA. We encourage <i>Network</i> partners to review the RFA and make their own determination whether or not to apply based on the RFA requirements. The intention of the funding was twofold; to identify new contractors that could provide innovative approaches on a multi-county basis and to provide an opportunity for those that have not yet received an allocation for FFY 2013 to apply for funding.
8	Pages 3-4 "Who May Apply"	In reading the RFA, Page 3, section, E, "Who May Apply". I am inquiring regarding the eligibility of those applying. I am a current Regional contract holder, and wanted to know if we are considered a <i>Network</i> funded project? If so, it appears we are not eligible to apply, correct?	There is no restriction in the RFA that prohibits current funded projects from applying for this RFA. We encourage <i>Network</i> partners to review the RFA and make their own determination whether or not to apply based on the RFA requirements. The intention of the funding was twofold; to identify new contractors that could provide innovative approaches on a multi-county basis and to provide an opportunity for those that have not yet received an allocation for FFY 2013 to apply for funding.

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9	RFA, pages 22 and 24: minimum staffing requirements:	If the applicant is a lead agency with subcontractors, do the minimum staffing requirements listed on pages 22 and 24 apply only to the lead agency (prime contractor), or are subcontracting agencies also required to meet these requirements?	The minimum staffing requirements in the RFA apply to any applicant and may be meant by the prime or the combination of the prime and the subcontracting agencies.
10	N/A	Please explain the rationale for requiring a Registered Dietitian to staff the project, given the fact that SNAP-Ed/NEOP seems focused on primary prevention and Registered Dietitians (R.D.) are trained to provide medical nutrition therapy, which is not allowable. Given this, it would be helpful to understand the <i>Network's</i> view of the R.D. role for this project.	Registered Dietitians are not only trained in clinical dietetics but are the technical experts in science based nutrition in which the Dietary Guidelines for Americans are based on. Without a minimum level of nutrition expertise, there is a risk of inappropriate or incorrect nutrition information being disseminated to the public. RDs working on this project would select educational materials appropriate for different audiences, train staff and partners on nutrition education, conduct quality assurance visits to ensure correct information is getting to the public, provide strong contributions to high spectrum public health nutrition approaches, and act as the media spokesperson for the project. Past <i>Network</i> Projects with registered dietitian staffing have demonstrated positive effects from their expert knowledge.
	Ordering of	The RFA document contains two lists for the	Indirect Cost Source Document Verification should be

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11	Application Components RFA, pages 16-25 and pages 32-33 (section D)	<p>required contents and order of contents for applications. These two lists do not agree:</p> <p>Indirect Cost: In the first list (specifically pg. 17, 1.b.4); the Indirect Cost Source Documentation Verification is included section "1. Application Review". In the second list it is placed at the end of the application as a separate section "10. Indirect Cost..." Please confirm the correct location for this information.</p>	placed after the Local Support Log as indicated on page 33.
12	N/A	<p>Evaluation and section numbering: The first list (specifically pg. 20, 4.) contains the evaluation section as "4. Impact/Outcome Evaluation Narrative (IOE)". The second list (pg. 33) does not list this section at all and has the Budget as section 4 (and all section numbering after that is off by one number from the first list). Please confirm the correct numbering for all sections and the correct placement for the evaluation section.</p>	Evaluation is Section 4 and Budget Section 5. Please number accordingly.

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13	Attachment D – Application Coversheet and Checklist: Proof of Nonprofit Status	Attachment D lists Proof of Non-Profit (NP) Status as the 3rd-to-last component of the application package. This does not match the order of components on pages 16-25 (where proof of NP is included in Section 1) or the list on page 32-33 (where is it not listed at all). Please confirm the correct placement of the proof of non-profit status.	Please assemble in the order of the Application Coversheet. Please include Indirect Cost Source Documentation Verification, Attachment P, after Local Support Source Log. We will not reject an application that has all the components but does not order the components correctly.
14	N/A	Project Synopsis /SOW Attachment J (Project Synopsis Instructions), pg. 5 It says, “Please clearly state if your agency is coordinating with an organization or program to accomplish Scope of Work activities. If so, you must provide a Memorandum of Understanding (MOU).” Please clarify whether applicants and (if applicable) subcontracting agencies are required to submit MOUs as part of this application.	It is always advisable to have a MOU delineating responsibilities if agencies are collaborating. This is not required as part of the application, but will be required before any funding can be exchanged with subcontractors. The applicant is not required to submit the MOUs as part of the application but must have them available before any funding is exchanged.
15	Attachment A, page 2, Section 2.b.:	Attachment A, page 2, Section 2.b.: It says: “In most cases SOWs are written in terms of the target audience, not the agency.” In the case that the applicant is a lead agency with	The SOW should be written comprehensively about what the project is doing to accomplish the objectives and cover what the prime contractor will do and the activities that the subcontractors will do. Activities in the SOW that will be completed by a subcontractor should be indicative in the responsible party as “subcontractor”.

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		subcontractors located in different parts of the state, is it acceptable in the SOW to list planned activities by subcontracting agency, and then within each agency's description provide information on the target population(s).	Although some activities may need to be tailored based on the target audience of each subcontractor, the overall project should be seamless among the prime and subcontractor(s).
16	Attachment A, page 5, and Appendix 15	Attachment A, page 5, and Appendix 15: It says: "Priority III: Increase physical activity opportunities throughout the day 1. Provide opportunities for physical activity in child care and after school settings in conjunction with nutrition education."	Physical Activity (PA) is not limited to increasing PA opportunities in child care, school or afterschool settings. Please review Appendix 15 pages 7-8 regarding resources related to Priority III.
17	RFA. III. APPLICATION PROCESS. A. Description of Each Section of the Application. 3. Scope of Work (SOW). 3.9 P. 20.	It says that applicant SOWs will be scored on the following criterion: "The SOW includes coordination with the Local Health Departments and other partners on the interventions." Please clarify the meaning of "coordination with Local Health Departments" as part of the application process. Are applicants/subcontractors required to show evidence of partnership with LHDs as part of the application, or is it sufficient to state the intention to coordinate with LHDs if funded?	Local Health Departments (LHDs) are designated as the local lead agencies in each health jurisdiction therefore all funded projects in the counties should coordinate with the LHDs to ensure the delivery of services in not duplicative and is complementary of the LHDs interventions. If you already have a relationship with the LHD please indicate in your application, if not an intention to coordinate with the LHD if funded is sufficient at this time.

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			Funded partners should also participate in the County Nutrition Action Plan (CNAP) process lead by the LHDs.
18	Scope of Work (SOW). 3.13 P. 20	<p>It says that applicants will be judged on the following criterion: “The total unduplicated participant count in the SOW coincides with the unduplicated participant count in the Project Synopsis.”</p> <p>If an intervention incorporates more two strategic priorities, should it be listed under both priorities? And, if so, should the unduplicated count of participants for that intervention be listed in both places? How should the applicant make clear that the same 30 people are involved in both cases (so that the unduplicated count is clearly 30 not 60).</p>	<p>The total unduplicated count should be listed in the Project Synopsis; this number includes direct and indirect contacts.</p> <p>The numbers in the SOW should correlate with unduplicated counts in the Project Synopsis. Primarily unduplicated count numbers are pulled from the objective numbers and totaled.</p> <p>If an activity covers more than one priority it should be written as such and the total number would only be recorded once.</p> <p>Remember to include indirect numbers (events, mailings, etc) in your SOW; this will help reach the total unduplicated count.</p>
19	Attachment J, pg. 5, section 5.	It says: “All intervention sites that do not qualify by FRPM or Child and Adult Care Food Program (CACFP) data must be entered on the Census Tract Data Sheet.”	The Census Tract Data Sheet is used when sites do not qualify by FRPM or Child and Adult Care Food Program (CACFP). For sites that qualify by means tested low income assistance program sites, we still need them to

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		Please clarify whether sites where interventions will be delivered only to Category 1 participants (CalFresh recipients, applicants, and household members) need to be listed on this Sheet? The sample table does not contain this type of site.	be entered on the Census Tract Data Sheet as per page 6 of the Project Synopsis directions (attachment J) and indicate means tested in the note field as shown in the example in the directions. Although in these means tested sites the census tract does not need to qualify at the 50% level.
20	Direct Education/Indirect Education	No mention is made in the RFA of the SNAP-Ed distinction between Direct Education and Indirect Education. These terms are used in Attachment O – USDA SNAP-Ed Guidance FFY 2013 (Appendix A). <ul style="list-style-type: none"> • Is this distinction still relevant or useful in the context of this RFA? • Is Indirect Education appropriate under this RFA? 	Yes, the distinction is still relevant and is useful in the context of this RFA. A combination of indirect and direct contacts could be employed as a successful strategies to reach the target audience. Indirect education is when reaching the audience through newsletters, health fairs or direct mailings and is appropriate under this RFA. Direct Education is more than 15 minutes of nutrition education where the demographics of the audience can be captured. Direct Education and unduplicated counts are tracked in the USDA Education Administration Reporting System (EARS) and is a USDA criteria to determine the success of a project.
21	Attachment A. IV Additional Objective. P. 6.	Will additional consideration be given for developing additional unique objectives?	Yes, additional consideration will be given for developing additional unique objectives.
22	RFA, page 23, 6. Project Synopsis	It says, “All <i>Network</i> -funded projects must complete the Project Synopsis.”	The Project Synopsis should be a snapshot of the comprehensive project. One Project Synopsis should

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		<p>If an applicant/subcontractor organization is proposing two or more distinct interventions (e.g., one school-based intervention at 3 local schools, and one for low-income adults at two local soup kitchens), should the applicant/subcontractor combine these interventions on one Project Synopsis form or complete a form for each distinct intervention?</p> <p>If the applicant is a lead agency, should the lead agency combine all subcontractor interventions on one Project Synopsis form? (This seems problematic if the lead agency is planning to subcontract with multiple local agencies and each local agency plans to provide multiple distinct interventions).</p> <p>If so, should individual Project Synopsis Forms also be submitted for each subcontractor?</p>	<p>cover all interventions in the SOW for the contract regardless if work is contracted out or not. Do not submit multiple Project Synopsis.</p>
23	N/A	<p>Are there specific outcomes to be measured or are the outcomes decided on by the applicant? (i.e., should BMI measurements be tracked as an outcome for obesity prevention?)</p>	<p>The RFA requires an impact/outcome evaluation narrative (see page 20) prepared by the applicant. The narrative should provide a brief description of how the findings from the Impact/Outcome Evaluation will be used and how the findings will contribute to the success of the project. All evaluation activities must be USDA SNAP-Ed allowable.</p>
24	N/A	<p>For the multi-county intervention, will the Project Coordinator and other staff be allowed travel funds to monitor the other county</p>	<p>Yes, Project Coordinator can budget for travel associated with monitoring contracts in other counties. If the prime has subcontractors responsible for the</p>

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		<p>interventions? or will it be a subcontract for other countries to conduct the intervention? For example, with our current model of our local intervention and we would like to train other counties to adapt our successful model, will the budget need to specify the costs to cover all the different county interventions? Evaluation etc.?</p>	<p>intervention it would still be the Project Coordinator under the prime contract that would be responsible for the monitoring or their designee according to the scope of work. In the example, you are proposing to subcontract for the intervention, your best practice model in various counties. You would need to include both a prime budget justification and cover sheet as well as a budget justification for the subcontractor detailing all of the expenses for their intervention. For evaluation for the project, as the prime you would have to decide if you were doing an overarching evaluation of the multi-county subcontractors along with the site evaluations.</p>
25	N/A	<p>The current RFA is for this coming year, Oct 2012 to Sept 2013. Will the contract be renewed the following year?</p>	<p>This is a one year competitive RFA for FFY 2013. A decisions for the distribution of NEOP funding in future funding years has not been decided. Future solicitation decisions will be based on availability of funds.</p>
26	Attachment E (Budget Instructions), pg. 5, Section E (Travel	<p>There are 9 events (minimum) listed as required for contractors: 4 Regional Collaborative Meetings/Trainings; 1 <i>Network</i>-sponsored skills-based training; <i>Network</i> Fiscal Training; <i>Network</i> Media Training; Youth Empowerment Training. <i>Network</i> Statewide Collaborative Meetings</p> <p>For estimating travel costs, please clarify the anticipated location(s) for these events.</p> <p>In the case that an applicant is a lead agency,</p>	<p>Regional Collaborative meetings typically are mileage only, in cases where the RN meeting and the location of the contractor are greater than 50 miles distance DPA travel guidelines should be followed. Link to locations: http://www.cdph.ca.gov/programs/cpns/Pages/RegionalNetworks.aspx</p> <p><i>Network</i> skill-based trainings (regional, webinars) Fiscal Training – (webinar or onsite) Media – webinar, limited space availability for spokesperson training in Oakland and LA</p>

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		<p>please specify which of the events listed on this page would also be required for primes only, subcontractors only, or both.</p> <p>Is the Youth Empowerment Training required for applicants/subcontractors who are not conducting youth-focused interventions?</p>	<p>Youth Empowerment – Sacramento Statewide Collaborative - Sacramento</p> <p>Lead agency should attend all trainings and use their discretion when sending their subcontracts.</p> <p>Youth Empowerment is not required if the applicant/subcontractors are not conducting youth-focused interventions.</p>
27	RFA, pg. 29, item 3.5	<p>It says, “Are the activities in sequential order and include all of the necessary steps in order to accomplish the specific objective?”</p> <p>In the case that the applicant is a lead agency with subcontractors, please confirm whether subcontracting agencies are required to submit individual SOW documents. It seems problematic to list all activities for all subcontracting agencies in one Scope of Work document in sequential order.</p>	<p>The SOW should list all activities that a project will complete, regardless if the prime contractor or subcontractors will complete the activities. All activities must be listed and verified to be allowed use of SNAP Ed funds. It is highly recommended that a comprehensive seamless project is developed instead of a fragmented approach.</p>
28	Attachment E (Budget Instructions), pg. 5, Section C (Operating)	<p>How much, if any, does the <i>Network</i> recommend budgeting for professional printing costs?</p>	<p>This would depend on the scope of work, reach and the amount of materials needed. Generally, we recommend budgeting 3% of overall application budget.</p>

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29	NLP RFA SECTION D, PG	Is the Local Support documentation a match program, in other words, is our reimbursement contingent upon meeting the local support match? Do you have to secure local support match by application deadline?	Local Support is in-kind not match. The Local Support requirement is worth 4 points of your overall score. If you were not able to provide 50% Local Support, your points would decrease as follows: Percentage Local Support provided 40% (3 points) 30% (2 points) 20% (1 point) Less than 20% (0 points)
30	NLP RFA SECTION 5 (BUDGET) PG 22	The RFA requires a full time Project Director. If the Agency currently has a <i>Network</i> Project Director overseeing a <i>Network</i> Grant, can that same Director oversee this new grant? Our goal is to leverage resources and use funds more efficiently to meet deliverables.	The minimum staffing requirements are listed on page 22. This is a requirement in the RFA.
31	RFA NLP, SECTION APPLICATION PROCESS, SECTION A, #5, PG 22	Is it an allowable cost to hire teens that will advocate and educate the low-income populations on issues surrounding nutrition and physical activity? The purpose would be to utilize the community-based participatory research method in creating equal partnerships in environmental efforts.	It is allowable to utilize teens as peer educators or in a youth engagement project provided that the teens are properly trained and monitored and that they utilized evidence-based curriculum and a project that is approved by the <i>Network</i> .
	D. ATTACHMENT A. SECTION IV	Would a text messaging campaign targeting CalFresh recipients be considered an innovative	We are awaiting results from a <i>Network</i> text pilot on effectiveness with target populations as well as proving

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32	ADDITIONAL OBJECTIVE. PG 6	objective? The text messaging/marketing messages would educate the eligible low-income population on benefits of decreasing consumption of sugar-loaded beverages. Innovative methods include QR codes and youth-led video projects.	targeting specific to USDA SNAP-Ed requirements. We have had some concerns from USDA on social media projects ensuring that the interventions are targeting CalFresh eligible or participants. Costs associated with social media would require a waiver, especially text campaign. This will probably be more acceptable to USDA in the future, as access to Smart Phones for low-income Californians improves. At this time, since data packages continue to be pricey they will require additional justification and might not allow it. The targeting and evaluation of such a project would be important to allow ability as well as whether or not it was considered “innovative”. Text campaigns have been included in many Public Health social marketing campaigns for the past ten years.
33	RFA NLP, SECTION E, PG 3	How many grant recipients will be funded? Which Regional <i>Networks</i> is getting funding? Will they fund an organization that is currently funded by the <i>Network</i> contract?	We will not know how many agencies are being funded until we receive the applications. Applications will be scored and awarded in the order of highest score to lowest score until the funding pool is awarded. If additional funding becomes available, projects not initially selected from this solicitation will be considered for funding at a later date in the order of the scores received during the application review process, beginning with the highest score not previously selected.
34	ATTACHMENT A PRIORITY 1, #3, PG 3	Would the further development of a Summer Lunch Task Force, a collaborative of public and private partnerships to increase participation at Summer Meal Sites and integrate nutrition education and physical activity within each site,	Food security of low-income school children is problematic during the summer when there is no access to school breakfast and lunch programs. Summer Meals are funded already through a separate funding stream with USDA, so care would have to be taken in

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		be considered for priority 1, #3? A key goal of this taskforce would be to make sure the summer lunch program incorporate a policy on physical activity and nutrition, and provide liaison support to prospective summer meal sites to connect with sponsor/vendor.	developing the intervention to ensure there was no supplantation. From your description, it appears that the intervention could be considered. http://www.summerfood.usda.gov/FAQs.htm
35	From RFA NLP-2013 page 22 or 24: Staffing Requirements	3a. If we have a FT employee who works on multiple programs as our financial manager. Is that person required (for this RFP) to spend 50% of her hours on the project we submit for? Or is this staffing requirement (and the others) saying that we must have such a person on staff for at least half time?	The requirements on page 22 -24 are the minimum staffing requirement for being funding. If the fiscal person works on other projects for the remainder of their 50% time being funded by other sources that is acceptable. Any staff under 100% FTE will be required to do weekly time logs.
36	N/A	From RFA NLP-2013 page 3: Local Support 1a. The definition of the amount of match required is somewhat confusing. If we have an \$800,000 program and apply to NLP for \$200,000 of activities, are we required to show: i) \$100,000 of local match; ii) \$200,000 of local match, iii) \$400,000 of local match, iv) Other (please explain).	Local Support is not a match. Please see Appendix 2 of the RFA for more information. If your application is for \$200,000, you would need to provide 50% or \$100,000 of Local Support to get the maximum of 4 points. If you were not able to provide 50%, your points would decrease as follows: 40% (3 points) or \$80K 30% (2 points) or \$60K 20% (1 point) or \$40K Less than 20% (0 points)
37	N/A	Local Support instructions state that federal & state donations are allowable for matching. i. Are other USDA funding streams, such as CA Department of Food and Ag, allowed for use in the match? ii. If they were received for different	Other USDA funding streams are available to be used to meet the Local Support Requirement. USDA funding streams from CA Department of Ag could be used. Agencies cannot use current SNAP-Ed funds as Local Support because it defeats the purpose of Local

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		activities (i.e., no overlap/double-dip) are <i>Network</i> funds allowed for the match?	Support.
38	N/A	Realistically in the timeframe with the grant due in mid-August, what is the estimated time to approve the contract by USDA and by the state? It would seem impossible to start in October of this year? Can you estimate the timeline of approval and contract execution?	USDA Plan approval is required by September 30, 2012. We anticipate that contracts from this RFA could have a delayed start date because the SOW is not a template which requires additional review. Contracts will most likely have a January 1, 2013 start date.
39	N/A	Will awards under this RFA be cooperative agreements or subvention contracts or both or neither? The first page of the RFA states in one place that they will be cooperative agreements and in another place that they will be subvention contracts.	The awards under this solicitation are cooperative agreements. The services should be subvention/local assistance services that will provide assistance to local governments and aid to the public either directly or through an intermediary such as non-profit corporations organized for that purpose.
40	N/A	Will awards under this RFA be subject to review and approval of the Department of General Services?	The awards under this RFA will be subject to review and approval of CDPH, CDSS, USDA and Department of General Services.
41	N/A	Are awards under this RFA “contracts” within the meaning of Ca. Gov’t Code sec. 19130?	This RFA will be generating contracts under the Cooperative Agreement Act.
42	N/A	Please confirm the statement in the RFA that applicants must propose a minimum budget of \$200,000	Yes, the minimum budget requirement is \$200,000. Those applications that do not meet this minimum requirement will be rejected and not scored.
43	N/A	Will CDPH reserve the option to approve an application under RFA NLP-2013 but fund it at a lower level than requested in the applicant's proposal?	Yes, CDPH reserves the option to approve an application under RFA NLP-2013, but fund the application at a lower level than requested.

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44	N/A	It would be really helpful for us to get the contract number we would be assigned if ours is successful before we send the templates out to our subs tomorrow. Is this possible?	It is not the typical practice to request and receive contract numbers from the CDPH Contract Management Unit until after an award is made in response to applications received during the RFA process. As part of the application process, applicants are asked to refer to the RFA number and to complete the "Official Name of Applicant Agency" on all documents (including the budgets and SOW), but leave the contract number as "TBD". The "Official Name of Subcontracting Agency" is to be used when listing the subcontractor information.
Budget			
45	Budget	Is there a limit on the amount requested for this proposal?	Applicants must provide a <u>minimum total budget</u> of \$200,000.
46	Proof of Nonprofit status	For Proof of Nonprofit Status, do subcontractors need to provide this or just the prime agency?	The submission of proof of nonprofit status indicated in this section of the RFA applies only to the Prime Agency. Prime Agencies must ensure that their nonprofit subcontractors have active 501 (3) (c) status and must have proof of that status readily available for submission to the <i>Network</i> upon request. Verification of nonprofit status should be available for review during an audit. Verification can be obtained on the California Secretary of State's website, found here: http://kepler.sos.ca.gov/cbs.aspx
47	N/A	Please specify the required contents of the CD-ROM to be submitted: i.e., proposal package (PDF with all items in order), Excel filed of budgets, Word files of SOWs, and others?	The CD ROM should have a pdf of the complete transmission along with Excel and/or Word versions to be used for the USDA Plan.
48	N/A	Is it possible to post the answers sooner than the August 2, 2012?	Teleconference responses and clarifications will be posted as soon as they are available but no later than

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			Thursday, August 2, 2012 as stated in the RFA. In addition to posting on the <i>Network</i> website we will also email the teleconference responses to those agencies that provided contact information during the teleconference.
49 50	N/A	Is this solicitation and any award pursuant to it covered by the provisions of AB 152 (2011) authorizing CDPH to award grants of federal funds for fresh fruit and vegetable consumption, obesity prevention and promotion of healthy eating?	The Request for Application NLP-2013 will be awarded pursuant to Health & Safety Code (H&SC) §38072, sub (a)(13) and Section 104650] so AB 152 would not apply. The Cooperative Agreement Act under Health and Safety Code Section 38070 et seq. is not a Grant and this mechanism is not exempt from the Department of General Services (DGS), Office of Legal Services approvals.
51	N/A	Appendix 2 (Local Support Guidelines and Form), pg. 2, section J It says, "Provide actual indirect costs for the Local Support reported." For the "Indirect Cost" category of Local Support, can an applicant/contractor opt to claim no indirect costs on the program budget and claim all indirect costs on the Local Support form?	Yes, an agency could opt to claim no indirect costs on the program budget and claim all indirect costs on the Local Support form.
52	N/A	Appendix 2 (Local Support Guidelines and Form), pg. 2, section B. It says, "Federal Grants: This includes the gross amount of any Federal grant(s). Grants that	CalFresh funding may be used to fulfill the Local Support requirement. Restriction – Applicants are not allowing SNAP-Ed funds to be used for Local Support but CalFresh expenditures

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		<p>support NEOP efforts may be used for Local Support provided that such activities benefit the qualifying NEOP population. Only the portion of the grant(s) targeting NEOP population may be used as Local Support.”</p> <ul style="list-style-type: none"> • Since it appears that federal funding may be used as Local Support, please confirm whether an applicant may use CalFresh Outreach funding (federal funding passed through CDPH) under this category as local support. • If CalFresh Outreach funding may be used as Local Support, please explain any limits on its use (as described above), since the target population is largely the same for both programs. 	<p>would be allowed.</p>
53	N/A	<p>Appendix 2 (Local Support Guidelines and Form), pg. 2, section I.</p> <p>It says, Local Support reported under Personnel/Fringe “May include all Volunteer Costs. The maximum hourly rate for volunteer time cannot exceed State minimum wage.”</p> <p>Please confirm that volunteer time and other types of in-kind sources may be used by non-profit (501c3) applicants.</p>	<p>Volunteer time and other types of in-kind sources may be used by nonprofit (501c3) applicants to meet the Local Support requirements for the RFA.</p>

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54		<p><u>New Question—During/Post Teleconference</u> <u>Emily Batalia:</u> Thank you. Going back to the evaluation question. It said (org) planning. There’s a mention in the RFA about a database and information being entered into that database. Does that mean that the Network is going to be requiring the use of specific instruments for evaluating the activities? And if so, can you tell us what those instruments are or if there’s going to be any room for us to develop our own instruments?</p>	<p><u>Response To New Question</u> The requirement for the RFA is to submit an evaluation plan as part of the application application. If selected and funded, additional negotiations will occur. As part of the RFA application, you would need to submit your evaluation plan. If indeed your application is selected at a later date, you will participate in a conference with research and evaluation specialist and your assigned program manager to discuss the parameters of your evaluation and selected tools. So what you submit may change based on further negotiation.</p>
55		<p><u>New Question—During/Post Teleconference</u> <u>Camilla Williams:</u> I wanted some clarification on the unduplicated names, the 2000 minimum people reached and the indirect versus direct contact. Sort of two parts. 1) We want to go and contact children in the elementary schools or daycare home; we can’t have a sign in sheet legally for them. I don’t think there allowed to sign in for themselves, so that we can have documentation of those unduplicated names. Would that still count towards 2000 minimum people? 2) If we’re at a health fair and we hand out 500 brochures, that would be a 500 indirect contacts</p>	<p><u>Response To New Question</u> We don't require any identifying characteristics from your unduplicated count. It's just a basic requirement that the target audience meets the income status. –If an applicant is selected, CDPH will provide technical assistance on the requirements regarding how a contact can be counted as direct vs. indirect. Direct contacts need to be longer than 15 minutes and also capture specific demographic data. - For the 2000 contacts there can be a combination of indirect and direct contacts to meet the 2000. We usually say about a 50-50 split in those. 2) Correct. Brochures at a health fair would be indirect contacts.</p>
56		<p><u>New Question—During/Post Teleconference</u></p>	<p><u>Response To New Question</u></p>

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		<p><u>Robin Dean</u>: So I read in the Appendix O that - I'll just quote a portion of it and I unfortunately can't remember what page it is on. It's the SNAP Ed guidance from the USDA. And it says SNAP nutrition education and obesity prevention services or any combination of education strategies accompanied by environmental supports, et cetera and then it says nutrition ed and obesity prevention services are delivered through multiple venues and involves activities at the individual community and appropriate policy levels. And would you be able to supply a definition or an interpretation of what environmental supports means and what appropriate policy levels means?</p>	<p>Please see the SNAP-Ed guidance Pages 9,10, and 11 which gives some ideas from USDA on allowable activities under this funding for systems and environmental change.</p>
57		<p><u>New Question—During/Post Teleconference Patty Mannal</u>: One of the questions was earlier the - how long it would take possibly to put the contracts in place. You had said most likely by January 2013. Is there any jeopardy of - or risk of not being reimbursed being it starts October 1 and you don't have a signed contract till January 13 of being reimbursed for those staff you might have?</p>	<p><u>Response To New Question</u> Yes. Your funding will begin when your contract is executed.</p>
58		<p><u>New Question—During/Post Teleconference Sareen Hassan</u>: I had heard that the maximum amount award would be two million. But when the question was asked again, you had stated it was just a minimum of \$200,000. So is there a</p>	<p><u>Response To New Question</u> No. There's no cap to the award. The question was, "What was the approximate pool of the funding?" That's the approximate pool as stated in the responses to the questions and then on finalization of the USDA Plan.</p>

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		<p>cap to the award? Oh, approximate pool. Okay, so the entire pool is two million? And can money be carried over if not spent by the year?</p>	<p>Since the contracts resulting from this RFA are only for a year, the money cannot be carried over.</p>
59		<p><u>New Question—During/Post Teleconference</u> <u>Sareen Hassan</u>: The Letter of Intent is in Attachment C. Does there need to be an additional letter that's written other than filling out Attachment C?</p>	<p><u>Response To New Question</u> Complete Attachment C and use one of the methods to get it to the Network office by the required due date.</p>
60		<p><u>New Question—During/Post Teleconference</u> <u>Rachel Garcia</u>: I was looking up the scope of work instructions as one of the attachments and there were different recommendations and strategies on how to do each of the priorities. And I was wondering if those are - if you can adapt them and create others or if kind of - those are things you want grantees to follow like doing things around like media and efficacy work and providing social support, things like that.</p>	<p><u>Response To New Question</u> The Scope of Work is written by the applicant. The attachments that are provided aligned with with the NEOP implementation plan. Applicants are required to write their own Scope of Work with innovative ideas that best serve the target audience that relate to the criteria in the RFA.</p>
61		<p><u>New Question—During/Post Teleconference</u> <u>Rachel Garcia</u>: Are staff on the budget going to be required to submit time and effort studies? Ok. And what's the certification?</p>	<p><u>Response To New Question</u> Yes. If they're less than 100% FTE they will have to do time and effort reports or weekly time logs and if they are 100% FTE, they'll have to have semiannual certification. Semi-annual certification form is a form that basically states that the person is working 100% during the time period on SNAP-Ed allowable activities. So it's certification statement that's usually on one's agency letterhead. And once you do have a contract in place, those forms will be provided to you.</p>

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62		<p><u>New Question—During/Post Teleconference</u> <u>Emily Batalia:</u> The first part is for indirect contact is there an expectation that those will somehow also be a part of the evaluation or is the evaluation really supposed to be more about the direct contacts worth more than 15 minutes and multiple exposures? And then the second part of that is the \$100 per participant benchmark, does that apply across the board whether it's an indirect contact or a direct contact or is it only for direct just for the purposes of knowing how to shape up the budget?</p>	<p><u>Response To New Question</u> The evaluation plan can evaluate all aspects of the program. Again, you will submit your individual evaluation plan with your application. It will be reviewed at that time. Also the \$100 cost for participant primarily accounts for direct contacts. The costs for indirect counts should be very low. A hundred is the maximum regarding total contacts reached. You can combine direct and indirect costs to average \$100 cost per participant.</p>
63		<p><u>New Question—During/Post Teleconference</u> <u>Patty Manna:</u> One the RFA Page 3 it said who may apply. And I know you answered several of these but I was still a little confused because it does mention local health department jurisdictions, network projects receiving network funds for FFY2013.</p> <p>Public schools, county offices of an institution of higher learning or organizations that support them are not eligible to compete for this RFA. But earlier it sounded like you said yes that that's a possibility and that you didn't want to negate that. Can you say yes or no to that?</p> <p>And LIAs be able to apply?</p>	<p><u>Response To New Question</u> Page 3 indicates who may apply. Some jurisdictions may be able to apply, but some may not. You have to read the RFA closely. It does exclude some currently funded projects that fit the RFA criteria. Please read the RFA to assist in making a determination.</p>
64		<p><u>New Question—During/Post Teleconference</u></p>	<p><u>Response To New Question</u></p>

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		<u>Blacna Melendrez:</u> I need clarification on the amount of the award. If it's \$2 million for the entire state, is there a maximum amount you recommend for an agency in order to be competitive because it's a statewide RFA?	The only requirement that we have in the RFA is a minimum amount and no there's no recommendation from us on a maximum amount.
65		<u>New Question—During/Post Teleconference Emily Batalia:</u> On Page 1,7 where it says that applicants (must) certify, you know, and there's the four - or the five things listed there. Is it expected that we'll just make a narrative statement that we certify these things and then include the attachments that are listed here because they're doesn't seem to be a certification form?	<u>Response To New Question</u> Please certify items 1 – 5 in your narrative document.
66		<u>New Question—During/Post Teleconference Ramona Mosely:</u> Under the required training opportunities as it relates to travel, did I couldn't remember if you stated where those specific trainings are going to occur.	<u>Response To New Question</u> We gave approximations with the best-known information we have at this time. So check with responses to the questions once they're posted. (see question 26)
67		<u>New Question—During/Post Teleconference Camilla Williams:</u> You guys are looking for multi- county projects. So are we required to have a physical location each count that we want to work with?	<u>Response To New Question</u> No, you do not have to have a physical location in each county of your multi-county project.
68		<u>New Question—During/Post Teleconference Camilla Williams:</u> Is there a recommended	<u>Response To New Question</u> Yes, it is okay.

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		breakdown of the number of people per county? If we want to go for three counties, is it okay if one county has 60% of the people we reach?	
69		<u>New Question—During/Post Teleconference</u> <u>Andy Reed:</u> Will there be a sample completed Scope of Work available?	<u>Response To New Question</u> 1. No. Since each applicant has a different project, their SOWs will be unique and the sample may or may not be applicable. Please refer to Attachment A for instructions and a sample objective as well as Appendix 1 and Appendix 15 as additional resources to assist in the completion of the SOW.
70		<u>New Question—During/Post Teleconference</u> <u>Robin Dean:</u> What was the e-mail address to write to for written answers?	<u>Response To New Question</u> It's pwilson@cdph.ca.gov
71		<u>New Question—During/Post Teleconference</u> <u>Sareen Hassan</u> If we applied for two million and did not receive it, would you then give us a decreased amount if we qualified and scored appropriately?	<u>Response To New Question</u> It's hard for us to respond how we would award at this time since we do not know how many applications there are, the quality of the applications, etc. You need to submit your application based on what's in the RFA at the amount that you determine for the services and activities outlined in your SOW. CDPH does reserve the right to fund projects at a different funding level than the application proposal,
72		<u>New Question—During/Post Teleconference</u> <u>Sareen Hassan:</u> How do you make that determination because they haven't submitted their application and we just have to follow the	<u>Response To New Question</u> The scoring criteria are listed in the actual RFA, so please review the scoring criteria and take that into consideration when you're writing your application.

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		RFA?	
73		<u>New Question</u> - Can universities and colleges apply for funding under this RFA?	Response To New Question Yes, universities and colleges can apply if their project has a multi-county focus.
74		<u>Addendum – Minimum Staffing requirements for this RFA</u>	One full time (1.0 FTE) Project Director One quarter time (.25 FTE) nutrition expert One quarter time (.25 FTE) fiscal and administrative support One quarter-time (.25 FTE) evaluation