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April 11, 2008

TO: PROJECT COORDINATORS  
*NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)*

SUBJECT: PROGRAM LETTER (PL) #08-01  
UPDATES: LOCAL INCENTIVE AWARD (LIA) FISCAL AND PROGRAM  
GUIDELINES MANUAL, LIA WEBSITE/WEBPAGE GUIDELINES  
FEDERAL FISCAL YEAR (FFY) 2008

This PL #08-01 summarizes updates made thus far in FFY 08. These changes are intended as preliminary notification in the preparation of budgets and Scopes of Work for the FFY 09 State Plan. Most are based on changes or clarifications from United State Department of Agriculture (USDA). The Fiscal and Program Manuals are available on the *Network's* website at <http://www.cdph.ca.gov/programs/CPNS/Pages/GuidelinesManual.aspx>.

### **Fiscal Guidelines Manual**

Changes to the Fiscal Guidelines Manual include:

- The addition of new sections, including proration (Section 402), laptop Full-Time Equivalent requirements (Section 905), mileage reimbursement guidelines (Section 1004), and updated mileage rate (Section 1001). The *Network* has also expanded its current cell phone policy (Section 905).
- Additions to the allowable/unallowable chart (Section 300), including but not limited to: mobile cooking cart purchases (#1), breast pumps (#1 and #7), purchasing water for food demonstrations (#2) and physical activity (#11), proration rates for Harvest of the Month menu slicks (#5), nutrition education materials (#10), travel costs (#16), hotel charges for wireless service (#16), and salary maximums for teacher and school administrators (#20).

The allowable/unallowable chart has also been revised to include a "Personnel" section. As such, personnel-specific activities that were previously located under "Staff Training and Other Costs" (#16) have been moved to the Personnel section (#20).

- Revised invoice and State Share documentation report forms to include new final payment boxes (Appendices A5 and A6).
- Revised Semi-Annual Certificate of Activity, Weekly Time Log, and Quarterly Time Study documents (Appendices A9, A11, and A14).
- Updated website links to the Fiscal Guidelines Manual, Renewing Funding Application Packet, USDA materials, and Office of Management and Budget Circulars.
- Replacing California Department of Health Services references with California Department of Public Health (CDPH), and providing updated CDPH contact information.

Please visit the online Fiscal Guidelines Manual for additional background and information about each of the aforementioned changes. For your convenience, the changes have been highlighted in yellow in the online document. A revision date of 4/11/08 is noted in the bottom right-hand corner of each affected page to help ensure that LIAs are referencing the most up-to-date information.

### **Program Guidelines Manual**

The Program Guidelines Manual has also been updated to reflect new USDA Food Stamp Nutrition Education (FSNE) Guidance, forms, and resources. It will be posted to the *Network* website this month as well.

<http://www.cdph.ca.gov/programs/CPNS/Pages/GuidelinesManual.aspx>

The LIA Website/Webpage Guidelines have also been updated to incorporate the new *Network* brand. It is available for downloading from the *Network* website.

<http://www.cdph.ca.gov/programs/CPNS/Pages/GuidelinesManual.aspx>

### **Future Fiscal Guidelines Manual updates**

*Network* staff will be providing updates to the Fiscal and Program Guidelines Manuals on an approximate quarterly basis and will work towards disseminating these changes prior to each quarterly all-contractor call. These updates will come in the form of future PLs and modifications to online documents. We anticipate that these regularly scheduled updates will convey new and/or revised USDA policies in a timely manner.

### **Future Program Letters**

The next PL is expected to provide updates required by USDA as per the 2009 FSNE Guidance released in late March and, if appropriate, CDPH instructions for local assistance contracts/cooperative agreements. Both provisions will become effective with the FFY 09 funding period.

Project Coordinators  
Page 3  
April 11, 2008

Each LIA contractor will be receiving one hard copy of the updated manuals in June 2008. If additional copies are needed, they can be downloaded from the Cancer Prevention and Nutrition Section website.

Should you have any questions, please contact your assigned Contract or Program Manager. Thank you for your continued partnership and support to improve the health and well-being of communities throughout the state.

A handwritten signature in black ink, appearing to read "Susan B. Foerster", with a horizontal line extending to the right.

Susan B. Foerster, M.P.H., R.D., Chief  
Cancer Prevention and Nutrition Section

Enclosures