

**Draft Questions and Answers for the Regional Network RFA**

**Addressed in May 13, 2008 Teleconference Call**

**Questions Received by April 29, 2008 deadline**

**Organized by Subject Matter**

Following are preliminary answers to questions submitted by the April 29, 2008 deadline. This draft document is being provided to assist listeners with the information provided during the RFA Teleconference Call. Please note that the answers are not considered binding until the Final Questions and Answers for the Regional Network RFA document is released (expected week of May 20<sup>th</sup>).

	<b>Categories</b>	<b>Question</b>	<b>DRAFT Responses</b>
1	Planning & Evaluation	Obj. 1: Case Studies - will there be a template and/or training for Campaign and Program staff on developing the Case Studies?	Yes. Templates will be provided in a <i>Regional Network Program Guidelines</i> manual for <i>Regional Networks</i> to use in completing any case studies for the campaigns, programs, and initiatives specified in each region's Scope of Work. Technical assistance may be requested and provided by State staff as needed.
2	Planning & Evaluation	Once a case study is completed and approved, can Lead Agency disseminate case study for professional conference presentations and/or publication?	Yes, and this type of dissemination to advance knowledge is encouraged.
3	Planning & Evaluation	Obj. 3, 1) Time studies are noted here. Not applicable to Cores 1-3, right?	Per USDA requirements, a Time Study/Log is required anytime an employee is working less than 100% of their time with the <i>Network</i> .
4	Planning & Evaluation	Obj. 3, 2f: Does this apply even if <i>Network</i> funding is not used to take the training?	No. This requirement applies only to trainings where <i>Network</i> funding is being used. However if <i>Network</i> -funded staff time is being used, please submit appropriate requests for approval.
5	Planning & Evaluation	Obj. 2. Will evaluation templates be provided by the State for the evaluation components, such as 3) training needs assessment and satisfaction, 4) impact of regional activities assessment, 6) Collaborative survey?	Several of the evaluation-related activities described are dependent upon the activities and offerings of the regions. It is likely that for Activities 3 and 6 templated tools may be tailored to a region if needed. Historically, a template Collaborative survey was offered through CPNS and was tailored to some extent for each region.  For Activity 4, each <i>Regional Network</i> has a Research and Evaluation (REU) staff person at CPNS assigned to support them in these efforts. REU staff will work in partnership with local <i>Regional Network</i> staff to develop methods for assessing activities targeting intermediaries.
6	Planning & Evaluation	Formative research assistance Obj. 2 Activity #1: how much notice will regions be provided with to assist State <i>Regional Network</i> ? Timing will be essential to integrate into regional's annual work plan.	The specific projects associated with this activity have not been determined. State staff will provide regional staff with as much notice as possible about formative research projects, with most projects being planned prior to the annual operating plan development.
7	Planning & Evaluation	EARS, Obj. 2, Activity #1: EARS in FSNE programs are very specific and learning curve can be time intensive. Please expand upon this activity and how it will affect ATF by campaign in order to better plan for skill level of employees.	The transition to the EARS Reporting will occur by FFY 2010 in accordance with the USDA's requirements. Activity Tracking Forms and other related process evaluation tools will be modified by State staff to meet EARS requirements and training will be provided to regional staff in the use of these tools prior to their implementation.
8	Planning & Evaluation	Why so much emphasis placed on regional and campaign plans, when the Scope of Work is already prescribed and planned in great detail?	The Strategic Plan (per Application Form 3 and SOW, Planning & Evaluation, Objective 1) is the opportunity for the <i>Regional Network</i> team to help identify <u>how</u> they can best reach the objectives set forth in the SOW--the specific strategies and methods. The strategic plan and operating plans provide flexibility for implementing the required SOW activities and serves as a guide by providing direction for staff and partners in your region; it is the "how" things will be done, whereas the SOW is the "what" needs to be done.
9	Planning & Evaluation	Are the 400 completed consumer surveys in addition to, or included with the surveys that will be done to qualify particular events that are outside of GIS documented low-income census tracts?	The 400 consumer surveys, which are collected during the period of April through October, can be used to satisfy the requirement for collecting both consumer opinions and qualifying sites. A shorter demographic survey solely to qualify sites is available to use during the period November through March to qualify sites, but could not be used to replace the number required for consumer surveys.
10	Planning & Evaluation	Consumer surveys Obj. 2 Activity #8: Who conducts analysis, the region or State Network	The <i>State Network</i> will conduct the analysis.
1	Regional Coordination & Training	Obj. 2, Activity 2: Will State Staff educate the contractor regarding the what, how, and contact information regarding these national databases?	Yes. CPNS will provide some basic information to <i>Regional Networks</i> about opportunities with national databases. However, as the regional expert and lead, it is expected that the <i>Regional Network</i> will also alert CPNS and other regions about national database and other potential opportunities as well.

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2	Regional Coordination & Training	Obj. 2 Communication, Activity 1 -- Will TA log be provided by State?	No. The <i>Regional Network</i> is encouraged to design a log in a manner that is most useful to them. However, CPNS will facilitate the sharing of TA log examples if helpful.
3	Regional Coordination & Training	Obj. 2 Communication, Activity 3 – Channel specific learning forums – please explain and clarify. Does this include existing Latino Health Awareness and African American Consumer Empowerment Forums?	The channel-specific learning forums are intended to be a resource for <i>Network</i> -funded projects, especially Local Incentive Awardees, working in the same channel (i.e. schools, health departments, local governments etc.) to come together to share ideas and techniques for enhancing the programmatic elements of their work. The Latino Health Awareness and the African American Consumer Empowerment Forums are not considered channel-specific learning forums.
4	Regional Coordination & Training	Obj. 1: Can that also mean "publicize", or are we obligated to actually sponsor up to 3 State sponsored trainings annually?	For the state-sponsored trainings in Regional Coordination & Training Objective 1 Activities 2 a and b, the contractor will be expected to "promote, publicize, and assist with planning logistics." The term "publicize" captures only a portion of these activities. Please review Activity 2a which further describes the requirement of planning and coordination of dates, facilities and catering as needed.
5	Regional Coordination & Training	Obj. 1, Activity 2a: Can all Regional trainings be made in advance with State training coordinator or will regional trainings be impacted by other regions based upon the training?	State <i>Network</i> -sponsored trainings will be developed to address the needs of <i>Network</i> -funded contractors statewide (including LIA, LFNE, faith-based, and other contractor types). Once the trainings are developed, State staff will work with each <i>Regional Network</i> to arrange the implementation of selected trainings at the regional level. This development and implementation process will be on-going throughout each year.
6	Regional Coordination & Training	Will State trainings have their own evaluations or will this need to be planned by region with State Eval team?	State Trainings will have their own evaluations. However, there may be an opportunity for <i>Regional Network</i> input to assist in gathering relevant information to complete activities related to Planning and Evaluation Objective 2.
7	Regional Coordination & Training	Objective 2, Activity 1d: promote use of existing materials for adults and children - is this limited to only <i>Network</i> materials, USDA, please clarify	Regions are asked to provide information and to promote use of a variety of relevant materials, including those produced by the <i>Network</i> , the USDA, and other reputable sources (e.g., CDC, U.C. Cooperative Extension, etc.).
8	Regional Coordination & Training	Obj. 3, Activity 1: please provide examples of working relationships between USDA-funded programs to distinguish between a partnership vs. being viewed as doubling up FSNE resources which is not allowable. For example, how much paid advertisement can regions do for summer lunch programs?	The purpose of this activity is to strengthen efforts from various USDA-funded programs inside your region, by getting the various programs to work together to reach the target population more effectively. In particular, bringing USDA-funded programs together to coordinate messages and campaigns is important so that messages reaching consumers are designed to enhance comprehension and minimize possible confusion if uncoordinated. The example of a <i>Regional Network</i> buying paid media to promote the summer lunch program is not allowable per FSNE Guidance. However, a "breakfast first" campaign such as the one conducted by the LA Region a few years ago, where the regional network organized a marketing campaign in coordination with school LIAs about the importance of a nutritious breakfast, and others provided information about school breakfast enrollment and rates, would be allowed. Other examples would be the food stamp office providing outreach workers at events where <i>Regional Networks</i> were at with campaign FSNE activities, food demonstrations provided at WIC waiting rooms or food stamp offices, coordinating efforts between FSNE and WIC before launch of new WIC food package, and so on.
9	Regional Coordination & Training	Obj. 6, Activity 1 – Photo voice project – are cameras and photo display costs allowable or the reference for community partner support is to have project materials funded by partners?	Costs associated with the photo voice project are allowable, provided they are reasonable and necessary in accordance with USDA guidelines. For example, disposable/single-use cameras would be allowable, while more expensive cameras may not meet the "reasonable and necessary" criteria. <i>Regional Networks</i> will be encouraged, but not required, to obtain donations of cameras and photo display costs related to this project as it is an excellent way to involve non-traditional community sponsors.

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1	Community Collaboration & Empowerment	Will LIA partners be required to participate in collaborative educational initiatives in their renewed contract period or just attend collaborative meetings?  Obj. 2, Activity 3: Are LIAs/Network funded projects aware of required activities? References are made throughout SOW frequently to LIAs/Network funded projects – please expand upon other State Network funded projects and their SOW obligations to work comprehensively within a regional framework.	All LIAs, Special Projects and Network partners, have been notified of the RFA, and have access to the online Scope of Work. Currently all LIA Scopes of Work include activities that require participation in the Regional Collaborative activities at some level based on appropriateness of the collaborative activities as they relate to the LIAs SOW and budget. As the <i>Regional Network</i> , and keepers of the Collaborative, it is the awardees job to cultivate opportunities for participation, to insure relevance of initiatives to members' focus and regional needs, and to inspire support and action. It is also the awardees job to cultivate opportunities for participation and to focus services and support for Network contractors in the region. CPNS will also work internally to inform and to solicit participation in the activities and events the Regional Networks are engaged in to assist and to enhance Network funded nutrition education and physical activity promotion in the region.
2	Community Collaboration & Empowerment	Obj. 5: Will there be a training for PP staff to implement the Photo Voice intervention?	Yes, training will be offered in conjunction with one of the meetings described in Administration Objective 2.
3	Community Collaboration & Empowerment	Obj. 1/5: Please explain the linkage you see between the Collaborative subgroups and Network Steering Committee Meetings and Action Teams. Is the Collaborative structure/chart just an org chart of subcommittees?	Both the Network Steering Committee (NSC) and its Action Teams present an excellent opportunity to strengthen the linkages with the 11 Regional Collaboratives, either individual members or subcommittee chairs, by providing a venue to help to share ideas, resources and best practices across regional lines. Yes, the collaborative structure/chart is just an organizational chart of subcommittees and, if appropriate, can highlight any link to the Action Teams and NSC.
1	Media Public Relations	Regarding staffing expectations requirement: Is it allowable to allocate funds to support a media PR firm rather than designate a coordinator for the position?	No. For those regions with a required Regional Media Coordinator (RFA page 22), it is expected that this person be staff and is in line with building capacity to support a social marketing approach. CPNS will, in most cases, provide support to <i>Regional Networks</i> for public relations and development of spokespersons. However, a contracted public relations firm may be of assistance to the agency for the fulfillment of special events and/or activities requiring specialized expertise
2	Media Public Relations	Obj. 4, Activity 4: Will there be State funds for different public relation activities like this Power Play activity or should regions budget within their campaigns?	Costs for this activity must be assumed locally. State-level support will be provided in the form of fact/tip sheets, templates, technical assistance, and training.
1	Retail	The <i>Latino Campaign</i> is required to conduct 2-3 "promotional events" at each of 30 retail sites. What comprises a "promotional event"?	Examples of promotional activities are listed in Objective 1, Activity 3 as "food demonstrations, store tours, retailer sponsored events as outlined in the Retail Program Guidelines Manual"
2	Retail	We have struggles with coupon programs in the past, but would like to see them succeed in our region. Training or other TA planned?	Coupon programs described in the SOW should be managed by retailer partners. Additional technical assistance on how to work with retail partners to maintain a coupon program as part of an allowable Network Partnership will be provided either on a case-by-case basis or as part of one of the <i>Retail Program</i> webinars if multiple regions require assistance
3	Retail	Retail Obj. 1, Activity 3a: Is it possible to utilize a combination of grocery retail sites, farmers markets, after school programs and schools to complete this Objective?	No, Retail Objective 1, Activity 3 is designed to maintain partnerships (formed in Objective 1, Activity 2) with "brick and mortar" retailers (identified in Objective 1, Activity 1). Both <i>Children's Power Play! Campaign</i> schools and CYOs can conduct this activity
4	Retail	Throughout the SOW, the term Special Projects Staff is referenced (especially in Retail SOW activities). What/who is Special Project Staff?	"Special Projects" refers to LFNE projects, though it may include other grantees in the future.
5	Retail	Obj 1: please clarify terms and numbers under activity 1 – 80 identified qualifying markets and then number specific are by campaign. African American has 20 near intervention sites with at least 50% of population is African American.	Depending on the region, there is a total number of retailer partnerships to form. Of that number, African American, Latino, and any appropriate LIA/LFNE projects will be represented.
6	Retail	Are the required impressions for the <i>Retail</i> and <i>Children's Power Play! Campaigns</i> the same in every region or do they reflect the population base of each particular region?	Contacts are determined according to the number of events performed by a region which is in turn determined by the number of retail partnerships in that region. The <i>Children's Power Play! Campaign</i> retail activities were kept at a minimal level which is the same in each region. The number of contacts required for other <i>Children's Power Play! Campaign</i> activities is based upon the estimated number of FSNE-eligible 9- to 11-year-old children in each region.

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7	Retail	Obj. 1: Please define 'indirect contacts' and allay our fears as we look at the requirement for 7,200,000 indirect impressions.	Indirect contacts refer to the foot traffic of a retailer that displays retail signage. If an independent retailer has 500 customers a month and retail materials are displayed for 8 months, 4,000 indirect contacts have been achieved. If a major retailer has about 15,000 shoppers a month, 8 months of signage would result in 120,000 indirect contacts.
8	Retail	How do regions come up with a number for indirect contacts for retail? Are 7,200,000 indirect contacts required of every region in the state for the retail program?	Indirect contacts refer to the foot traffic of a retailer that displays retail signage. This varies by region according to the number of retail partnerships for that region. A region's indirect contact number is a conservative estimate as it is also based on the assumption that: <ul style="list-style-type: none"> <li>* Only 75% of the retail partnerships will agree to displaying retail signage</li> <li>* Participating retailers will only display signage for the minimum 8 month display period</li> </ul> In addition, current industry foot traffic estimates were decreased to reflect rural areas.
9	Retail	Obj. 1 Retailer Partnerships --We would like clarification referring to direct & indirect outreach numbers for the promotional activities. The number to be achieved through indirect contact refers to the merchandising materials staff leaves at the stores? If yes, how will that be tracked? Is it through store traffic or on how many merchandising materials staff distributes during site visits?	Yes, indirect contacts are based on store traffic numbers in merchandised stores. This number will be estimated either by using retailer size (square feet of sales space) or number of cash registers. These are both nonproprietary ways to determine the number that will not require retailer feedback. The number of merchandising materials at a location will affect the indirect reach calculations.
10	Retail	Obj. 1, Act. 3 Promotional Activities--a) Is 2,000 supposed to be from direct contacts or impressions? --E.g We currently have a great partnership with Cardenas Markets...can the Festival Cardenas (Fiesta de la Familia) be considered a retailer-sponsored event since they provide the <i>Latino Campaign</i> with a free booth and opportunity for Campaign intervention (e.g. food demos etc)?	Yes, long as the direct contacts at the event are only counted towards retail (for example, you could not count the reach numbers toward a retail and a festival activity), this would be an appropriate way to complete the activity.
11	Retail	Obj. 2 Produce Industry Partnerships--How is this number (1,000 direct contacts) tracked? Is it through meetings, phone calls, etc?	This number is tracked through any product donations that evolve from the partnerships (a donation of 2 apples for 200 taste tests at a school will result in 200 contacts). There will be a place for it on the Activity Tracking Form.
12	Retail	Where the Retail Specialist "collaborates" with the other campaigns to identify the qualifying retailers, what is the differentiation of duties between Retail and Latino, et. al.? Do the other campaign staff have Retail responsibilities beyond identifying stores for the Retail Specialist to merchandize and demo?	As outlined in Retail Objective 1, Activities ai, aii, b, and c, campaign, and any appropriate LIA/Special Project staff are responsible for promotional activities (food demonstrations, store tours, etc.) in the retail locations selected. The Retail Specialist will have the responsibility of forming relationships and maintaining signage as appropriate, which will allow for campaign and any appropriate LIA/Special Project staff to devote their retail time to conducting promotional activities.
13	Retail	Obj. 1, activity b)i): Please clarify corporate social responsibility -- many small markets that cannot display materials are not corporations.  Obj 2: Please define "the formation of corporate social responsibility partnerships"	Corporate Social Responsibility is a retail industry term that basically outlines any program where a retailer contributes to the community. This does not mean that a retailer needs to be a corporation. The definition used in the SOW is outlined in Retail Objective 1, Activity 2bi.
14	Retail	Retail Obj. 1, Activity 2i: Demanding that a retailer donate enough produce or NERI's for at least 200 participants may not be realistic for some of the smaller retailers, those privately owned or those in very small communities. Is this a negotiable number?	Corporate social responsibility partnerships outlining donations for 200 participants is one of 3 partnership options. A smaller retailer may select the promotions and merchandising partnership option outlined in Retail Objective 1, Activity 2a or the retailer education partnership outlined in Objective 1, Activity 2c instead. In addition, a donation for 200 participants may take the form of a retailer providing samples of a fruit or vegetable item (25 apples, 10 pounds of grapes, 10 15-ounce boxes of raisins, or 5 1-pound bags of baby carrots are all examples of small donations that can provide samples to 200 participants). This number is not currently negotiable.

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15	Retail	It remains a dilemma for us that as a Health Department, we cannot solicit produce donations from the stores our Environmental Health staff inspect. (smacks of bribery) Do you have an exemption for those of us in this predicament?	Corporate social responsibility partnerships outlining a donation program is one of 3 partnership options. If requesting donations is not an option for a region, retailer partnerships will have to rely on the other two options outlined in Activities 2a and 2c. The donations mentioned in Retail Objective 2 (the produce industry partnerships) should be requested from growers, shippers, packers, distributors, wholesale, and mobile markets that are not inspected by Environmental Health staff. If Environmental Health staff also inspect all the growers, shippers, packers, distributors, etc. in the region, the situation will be handled on a case-by-case basis.
16	Retail	Retail 1.2.b.ii - Are there special forms or State documentation requirements (receipt for donation, tax deductions, fraud, resource management, etc.) related to soliciting donations for the Retail Program, a federally funded program?	The Activity Tracking Form will contain all the documentation required by the <i>Network for a Healthy California</i> . Templates that may assist in securing donations will be made available, but their use is optional.
17	Retail	Obj.1, Act. 2 Formalize Partnerships--b) Corporate Social Responsibility Partnership--i & ii) Currently ATF does not have a column to measure this info, will ATF be changed to track this?	Yes, the future Activity Tracking Form will provide all the necessary tabs and columns to record the requested information.
18	Retail	How often does the Retail Advisory Committee referenced in Retail Obj 1 need to meet?	The retail advisory committee is composed of campaign coordinators and appropriate LIA or Special Project staff and should meet as necessary to identify appropriate retail partnership locations and plan supporting promotional activities.
19	Retail	Obj. 3, Act. 1-3 Food Security Organization Partnerships-To what extent do we provide T.A.? What kind of materials? To how many do we provide T.A.?	Technical assistance is to be provided to the extent that your schedule allows so long as no supplantation occurs. Any retail materials that are both available and appropriate, there is no set number, may be used with these partners. Please let yourself be known as a resource to local WIC, Food Stamp and County Food Bank Offices.
20	Retail	Please provide your vision of skills you would seek for the Retail Coordinator (in addition to speaking Spanish) as the job duties are diverse and they will need to be at numerous promotional activities in collaboration with the different campaigns.	A background in business or sales is preferred. Regional retail specialists do not need to participate in the promotional activities (e.g. food demonstrations), as those are to be conducted by the campaigns for which that retail partnership was formed. Experience in recruiting and training will also be advantageous so that they can train community health leaders to conduct general audience promotions and help plan larger events as needed (e.g. Fruit and Veggie Fest or a general audience retailer sponsored event.)
21	Retail	Obj 1 Activity 1 i) How many intervention sites? Does this mean every school PP works with?	No, as outlined in Retail Obj 1, Activity 1a, three to five retail sites need to be identified. These can be near any (but not every) school or CYO with which the <i>Children's Power Play! Campaign</i> works.
22	Retail	Obj 1 Activity 1b. Please clarify PP's role	The <i>Children's Power Play! Campaign</i> does not have any role in Retail Obj 1, Activity 1b. If the question was intended to address Retail Objective 1, Activity 1ai, the <i>Children's Power Play! Campaign</i> staff will provide the Regional Retail Specialist with school and CYO locations so that the Regional Retail Specialist can identify local retailers who may partner with three to five <i>Children's Power Play! Campaign</i> school and CYO partner locations by providing donations, coupons, NERI, or space for a store tour.
23	Retail	Retail Obj. 1, Activity 3 ai: Many of the retailers are not in the vicinity of schools or if so do not have safe travel paths to the stores. Who is responsible for the cost of transportation and will the state cover the liability for the safety of the children?	Store tours for children are designed on the prospect that the retailer is close enough to the school/CYC where the families of the children are likely to shop either on their way to or from their child's school. If after investigating the entire region, three <i>Children's Power Play! Campaign</i> schools/CYOs cannot be found within safe walking distance of a qualifying retailer, then that situation will be handled on a case-by-case basis. Liability for the safety of the children should be handled like any other field trip by the school or CYO. Transportation companies have liability insurance as do retail partners. If a walking path is deemed unsafe, transportation can be provided as an in-kind donation from another partner but can not be covered by <i>Network funds</i> .

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1	Worksite	<p>Unfortunately urban, densely populated areas are not the only communities that face the overweight/obesity issue and its related diseases. What were the determining factors to totally eliminate vs. reducing the Worksite program/budget to 4 of the 11 regions? Is this negotiable?</p> <p>Why is there no Worksite Wellness program being offered in the RFA to rural Northern California? Rural communities have the highest rate of obesity in the state, yet one of the vital programs for reaching low income workers has been cut from all northern counties.</p>	<p>"The <i>Worksite Program</i> has been consolidated to seven of the eleven regions due to targeting and resource challenges. <i>Worksite Program</i> resources had to be focused in areas that target and reach the largest number of FSNE eligible working adults in viable worksites qualified under our FSNE targeting restrictions.</p> <p>As background, the <i>Worksite Program</i> was originally launched as a pilot program in 2006 in the eleven regions. Data and program evaluation information had been collected during implementation of this pilot program. Shortly after the <i>Worksite Program</i> began, more stringent targeting restrictions were instituted by our funder, USDA FSNE. Qualifying worksites under the strict FSNE guidelines is a challenge for all regions, but is considerably more so for California's lower population regions where population-to-worksite density is significantly reduced.</p> <p>The Worksite Program's original Formative Research* (2002) recommended concentrating efforts in the 6 major population centers to ensure reach and efficiency for the program. Identified population centers included: Los Angeles (3,484,611 Total FSNE Eligible), Desert Sierra (1,064,338), San Diego (829,690), Orange County (689,491), Bay Area (1,066,692), and Gold Country (988,588). These population centers and regions have been retained in this RFA, along with Central Valley (993,807) based on its population-to-worksite density.</p> <p><small>*Aldana, S. (2002). California 5 a Day Worksite Program recommendations: Using worksites to improve nutrition and physical activity. University of California, San Francisco, Lifestyle Research Group."</small></p>
2	Worksite	<p>Although, the Worksite campaign will not be funded in 4 of the 11 regions, will the materials be available to download so that we may continue to reach the adult population through there worksite, if appropriate?</p>	<p>Yes, materials are and will continue to be available to download.</p>
3	Worksite	<p>Will LIA's, who have included the <i>Worksite Program</i> into their SOW, be allowed to continue this activity in a Region where the program has been eliminated?</p>	<p>Yes.</p>
4	Worksite	<p>Obj. 1, Activity 1 e – is this 2 nutrition and physical activity employee education sessions in total or for each worksite which includes the 20 worksites established in 2007 and 2008?</p>	<p>Yes. It is 2 nutrition and physical activity employee education sessions total.</p>

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1	Schools	It looks like we are counting the number of kids reached rather than impressions. How will this affect the number of lessons that teachers are required to do out of the School kits?	As stated in Schools Obj. 1, Activity 2, teachers are asked to complete all ten grade-specific activities within the School Idea & Resource Kit. The numerical Obj.s within Schools Obj. 1 are based upon teachers completing 7 to 10 activities annually
2	Schools	For the parent education portion, are we required to educate 1700 parents total from 6 different interactions? Or meet with the same group of parents multiple times	In Schools Obj. 4-Parent Education, the parents reached through distribution of print materials should be reached 6 times each. There is no requirement for multiple contacts per parent through direct interactions or parent education classes, although multiple contacts are encouraged when possible
3	Schools	Can we use the same business partners for both the School and CYO channel? Are we required to recruit business partners in low income areas only?  Business partners for Schools and CYOs – can these be same partners donating to each channel?	Yes, the same business partners may be used to meet the minimum requirements in Schools Obj. 5 and CYOs Obj. 4.
4	Schools	Obj. 2, activity1 Partnerships with foodservice directors – will the region need to work outside of LIA schools in order not to conflict with Harvest of the Month activities?	Regions are encouraged to partner with and support the efforts of LIAs to enhance and strengthen their promotions. The requirements of Schools Obj. 2, Activity 1 may be met through work with LIA or non-LIA schools.
5	Schools	Obj. 4, 1 – For educational print pieces – if education print pieces are from a different FSNE based activity other than <i>Network</i> , do these need prior approval if the <i>Network</i> logo is not on the printed material?	Regions are required to follow the guidelines for materials creation and production as noted under Administration Obj. 3-Materials & Materials Management, Activity 1.
6	Schools	It appears on Obj. 4, 1 that only <i>Network</i> activities should be communicated to parents, is this interpretation correct versus communicating other FSNE based activities such as food stamp office, FSNEP and other FSNE partners?	Schools Obj. 4, Activity 1 asks that regions share information about local resources and events and does not limit the information to <i>Network</i> activities.

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1	CYOs	<p>The number of impressions seems to be dramatically higher in some channels from the current scope of work to the new scope of work. In some cases, there seems to be a 40 or 60% increase, or even more. For example, numbers to reach in the school channel, CYO channel, CBO and festival channels seem to be dramatically higher. Just one example is the CYO channel for Power Play, in which this years 134,400 impressions will become a required 217,000 contacts next year. Yet in the case of Power Play, some the minimum recommended staffing has actually decreased. Based on past experience, some of these numbers may not be attainable. The bar seems to have been set to a level that may be discouraging for campaign staff and partners. What is the thinking behind these changes?</p> <p>The number of impressions seems to be dramatically higher in some channels from the current scope of work to the new scope of work. In some cases, there seems to be a 40 or 60% increase, or even more. For example, numbers to reach in the school channel, CYO channel, CBO and festival channels seem to be dramatically higher. Just one example is the CYO channel for Power Play, in which this years 134,400 impressions will become a required 217,000 contacts next year. Yet in the case of Power Play, some the minimum recommended staffing has actually decreased. Based on past experience, some of these number may not be attainable. The bar seems to have been set to a level that may be discouraging for campaign staff and partners. What is the thinking behind these changes?</p>	<p>As in past contracts, the total required numbers for the <i>Children's Power Play! Campaign</i> are based upon the most recent (at the time the RFA was developed) numbers of eligible 9- to 11-year-old children as estimated using California Department of Education data for the number of 4th- and 5th-grade children at schools with at least 50% enrollment in the free/reduced price meal program. The perceived increase in numbers may be due to several factors: (1) the numbers are presented differently than in prior contracts; (2) some regions' numbers have increased due to increases in the number of eligible children within the region; and (3) the total number of children to be reached through educational lessons is lower than in past requirements, but the number of educational lessons per child is higher than in the past.</p> <p>This change aligns the regional implementation more closely with the Campaign's model and with the manner in which the educational materials were evaluated and proven effective. Minimum required staffing for the <i>Children's Power Play! Campaign</i> has not decreased and additional recommended staffing levels were not provided in past RFAs for this work.</p> <p>SOW contacts are based on a number of factors including FSNE eligible target population in the region, number of intervention classes, average number of attendees, cultural relevance, and other factors. The total number of contacts for <i>African American</i> and <i>Latino Campaigns</i> have been adjusted across channels based on past contractor performance, new research data, and budget adjustments. In some channels contact numbers have increased but have decreased in other channels, however, the overall reach of 50% of the FSNE-eligible African American population and 70% of the Latino population has not changed."</p>
1	Festivals	<p>Please clarify the definitions <u>contacts</u> vs. <u>individuals</u> vs. in previous years, the term impressions and how numbers will be achieved based upon definitions.</p> <p>What is the difference between contacts and impressions? In previous SOW, impressions were the unit of measurements. Do we still use a 3x multiplier with contacts?</p>	<p>The terminology within the SOW has been updated to reflect the USDA Food Stamp Program's new EARS Reporting requirements. To view the USDA's definition of the terms "participants" or "individuals" and "contacts," please see Attachment 2: 2009 USDA FSNE Plan Guidance, page 99. The SOW outlines the various methods to be used to achieve the required contacts, based upon the specific channel and activity.</p>
2	Festivals	<p>Obj. 1, Act. 1--Is 61, 000 from direct contacts or impressions? What is categorized as a large festival?</p>	<p>The 61,000 is direct contacts. <i>Regional Networks</i> are only required to report direct contacts. The terminology within the SOW has been updated to reflect the USDA Food Stamp Program's new EARS Reporting requirements. To view the USDA's definition of the terms "participants" or "individuals" and "contacts," please see Attachment 2: 2009 USDA FSNE Plan Guidance, page 99.</p> <p>Large festivals are categorized by the number of people expected to attend the event. However, other regional factors including size of FSNE eligible population, geography, and other demographic information also factor into categorizing large festivals. <i>Regional Network</i> staff can contact their program manager to determine if an event qualifies as a large festival for their region.</p>

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3	Festivals	12,000 contacts for African-Americans seems very high in comparison to the proportion of African-Americans to Latinos (population-wise) and the number of African-American focused festivals and cultural events vs. Latino focused festivals and cultural events conducted in this region. SOW – CBOs and DHSPs.  The percentage of African-American CBOs and DSHPs (25) and contacts (24,000) African-American needs to meet seems higher than Latino's (40; 60,000 respectively) considering the proportion of low-income Latino families vs. African-Americans. Clarification of contact definition may assist.	USDA's definition of the terms "participants" or "individuals" and "contacts," can be found in Attachment 2: 2009 USDA FSNE Plan Guidance, page 99. Contacts are based on a number of factors including FSNE eligible target population in the region, number of intervention classes, average number of attendees, cultural relevance, and other factors. The total number of contacts for <i>African American</i> and <i>Latino Campaigns</i> have been adjusted across channels based on past contractor performance, new research data, and budget adjustments. In some channels contact numbers have increased and decreased in others, however, the overall reach of 50% of the FSNE-eligible African American population and 70% of the Latino population has not changed. The <i>African American</i> and <i>Latino Campaigns</i> should not be compared. They are not exactly the same with regard to contacts, channels, or other characteristics. This accounts for the differences in the <i>Campaigns</i> noted in the SOW.
1	Flea & Farmers' Market	Obj. 1--Is 55, 500 contacts supposed to be direct contacts or impressions?--55, 500 / 16 events = 3, 468.75 participants for event. Or should we use multiples of 3 which will = to 3,468.75 / 3 = 1, 156.25? -If counting impressions, the number would be 3, 468.75 and if counting direct contacts the number would be 1, 156.25.	<i>Regional Networks</i> are required to report contacts only. The 55,500 are direct contacts.
1	CBO& DHSPs	Obj. 1 --198 participants x 7 lessons x 40 CBOs = 55, 440. 198 is a very large number of participants per organization.	A cycle of lessons may be repeated as many times as needed to achieve the total number of contacts. For example, if the cycle of classes was repeated 8 times your average number of participants per class would be reduced to 198/8 = approx. 25 people per class.
2	CBO& DHSPs	Please clarify the term "that target primarily FSNE-eligible African-American adults" – is this through GIS / census or within a CBO/DHSP's mission or both?	Targeting for African American adults may be documented using GIS census tract data or other program data that demonstrates the participants reached through interventions are comprised of 50% or more FSNE-eligible African Americans. If the CBO/DHSP has program data in support of its mission demonstrating they are able to reach low-income African Americans in accordance with <i>Network</i> guidelines they would qualify. Reference page 9 in the RFA for more information on targeting.
1	Physical Activity	For the P.A. Specialist Position, could two different individuals, a P.A. specialist and an assistant, cover this .5FTE or 1.0FTE position?	According to the RFA on pages 22-23: "Physical Activity (PA) Specialist— depending on the Region, this must be a half-time to full-time staff person dedicated to this position. This position will be responsible for physical activity integration, providing technical assistance and capacity building support to <i>Network</i> funded partners and other stakeholders region-wide. PA Specialist will ideally have a background in kinesiology, physical education, and/or public health."  For regions with more than .5 FTE minimum, an assistant may be proposed if the region is large geographically, but keep in mind the minimum background requirements in any such proposal. A primary lead PA Specialist must be designated who will be the lead on communication with State staff and attend appropriate/required trainings.
2	Physical Activity	The P.A. specialist is included throughout the SOW, are they to coordinate a P.A. Advisory Council or to participate with each Campaign/Program Advisory Council?	Physical Activity Regional Specialist will provide counsel and support to Advisory Committees on relevant physical activity issues and opportunities affecting the targeted campaigns and programs.

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1	Administration	Under Responsible Staff on the SOW, some of the activities will determine which staff member will be involved. When it seems that we need some effort from "all Regional Staff", can we list as such?	No. Please list the complete position titles of each staff person assigned responsibilities related to completion of each Scope of Work activity.
2	Administration	Do you require the Director of Public Health to participate in the negotiation conference call, or is the Director of the Nutrition Program sufficient?	CPNS requests that person(s) having contract oversight and management responsibilities (fiscal and programmatic) participate in contract negotiations. The agency, however, is free to invite any additional people they deem appropriate.
3	Administration	What are the state recommendations for staffing the evaluation piece in the Scope of Work? Is staff at the state available to complete the evaluation requirements? Are RN staff or contractors expected to complete evaluation activities? Will it be acceptable to contract with evaluators?	Basic evaluation concepts and applications are fundamental components of public health and related professions. Experience and expertise within the agency and staff is anticipated to be adequate to fulfill Scope of Work requirements (see RFA Section VI - page 21 part F. General Applicant Information Staffing Expectations, Regional Project Director description, and page 18 part C. Applicant Capability & Expectations.) State Research and Evaluation Unit staff is available for technical assistance to assist the Regional Networks in completing the Scope of Work evaluation activities. Subcontracting as necessary is permitted. For example, depending on the proposed evaluation design for a regional nutrition education empowerment initiative and skill level of regional staff, an evaluation consultant or subcontract may be desired.
4	Administration	Which activities in the Scope of Work is the state recommending the Registered Dietitian to perform? Is there a recommended FTE for the R.D. position?	All staffing requirements, recommendations and descriptions have been included on pages 21 - 23 of the RFA and in Attachment 6. As per the RFA there is no mandated FTE and it does not need to be a separate position. The RD is anticipated to enhance and elevate the Regional Network team as the regional leader in the field of nutrition education and as such will play a key role in a variety of activities. Given the obesity crisis and health issues facing food stamp-eligible populations, it is crucial to have RD expertise in order to maintain credibility as a regional resource, advise staff on implementing scope of work activities with accuracy, including social norm and environmental change.
5	Administration	Under the Min. Required Staffing.....would it be allowed for the Proj. Director, Collaborative Coordinator, Regional Media Coordinator, PA Specialist, Retail Specialist, Worksite Coordinator, Power Play Coordinator, Latino Coordinator and African American Coordinator for a large region which has specific FTE requirements to have that amount of FTE split between two individuals. For example, the Latino Coordinator would be .5 FTE Jane Smith and .5 FTE Betty Smith etc? Or must the FTE be filled by one and only one individual for the region in the various required components? Thank you.	Proposed staffing patterns must adhere to the RFA Staffing Expectations as outlined in pages 21-23 and Attachment 6. Please also reference Physical Activity Draft Response #1.  The Latino Coordinator scenario proposed in the question is not acceptable, as page 22 of the RFA notes that the Latino Coordinator must be a full time staff person dedicated 100% to the position.
6	Administration	Given significant increases in required contacts/impressions, and less staffing, it would be helpful to have more flexibility in how the campaigns are staffed. Can we alter the minimum required staffing plan if we see a more cost-effective way to staff a campaign?	Proposed staffing patterns must adhere to the RFA guidelines as described in pages 21-23 and further explained in Attachment 6.

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7	Administration	Training: please provide guidance on location and start times as this impacts budget planning.	<p>Objective 2, Activity 1: <i>Regional Networks</i> must ensure that all lead staff (including Program Coordinators and Specialists, Physical Activity Specialists, and Project Directors) participate in pertinent trainings, technical assistance, and orientation opportunities offered by the State <i>Network</i>. Each Region's Scope of Work further specifies the types and minimum numbers of required trainings, technical assistance, and orientation opportunities pertinent to each member of the lead staff team; note that the minimum required number varies by lead staff type.</p> <p>Please refer to the Activity/Methods column to identify those training, technical assistance, and orientation related items that will take place via telephone versus face-to-face and refer to the Time Frame column to identify the approximate month during which the activities will occur. (Please note timeframes are provided to assist with planning and may change during the course of the contract). Advance notice of all trainings, technical assistance, and orientation opportunities will be provided.</p>
8	Administration	Administration Section Obj. 2.1--- What is the minimum number of trainings required?	<p><i>Regional Networks</i> must ensure that all lead staff (including Program Coordinators and Specialists, Physical Activity Specialists, and Project Directors) participate in pertinent trainings, technical assistance, and orientation opportunities offered by the State <i>Network</i>. Each Region's Scope of Work further specifies the types and minimum numbers of required trainings, technical assistance, and orientation opportunities pertinent to each member of the lead staff team; note that the minimum required number varies by lead staff type.</p> <p>Please refer to the Activity/Methods column to identify those training, technical assistance, and orientation related items that will take place via telephone versus face-to-face and refer to the Time Frame column to identify the approximate month during which the activities will occur. (Please note timeframes are provided to assist with planning and may change during the course of the contract). Advance notice of all trainings, technical assistance, and orientation opportunities will be provided.</p>
9	Administration	Admin – 2.1.e Does the Physical Activity Specialist need to attend the Orientation training and if so, 1 or 2 days? Is there a registration fee?	<p>There will be no Orientation registration fee. Obj. 2, Activity 1: Ensure that all lead staff (including Program Coordinators and Specialists, Physical Activity Specialists, and Project Directors) participate in pertinent trainings, technical assistance, and orientation opportunities offered by State <i>Network</i>. Physical Activity Specialists are considered lead staff in the region and therefore, as described in the SOW, are expected to attend the orientation for two days</p>
10	Administration	Admin 2.1.f – Which "Regional Network Staff" are required to attend?	<p>Historically, each of the fruit and vegetable campaigns have hosted mandatory pre-conference meetings; however, as noted in the Scope of Work, timeframes of meetings are subject to change. The <i>Regional Network</i> agency can make attendance determination based on relevance of conference content to personnel duties. CPNS will work to provide ample advanced notice of all mandatory meeting dates.</p>
11	Administration	Joint Steering Committee Meetings: When will schedule be available in order to strategically plan for regional events and responsibilities and allow for time for partners to gain managerial permission to attend? Unfortunately 4-6 weeks notice is no longer feasible.	<p>The <i>Network</i> Steering Committee (NSC) meets in person in Sacramento 2 to 3 times a year. For advance notice of all scheduled NSC meetings, please review the Cancer Prevention and Nutrition Section calendar, located here: <a href="http://www.cdph.ca.gov/programs/CPNS/Documents/CalendarEvents-CPNS.pdf">http://www.cdph.ca.gov/programs/CPNS/Documents/CalendarEvents-CPNS.pdf</a></p> <p>Please note that the next in person <i>Network</i> Steering Committee meeting is scheduled for November 7, 2008, in Sacramento.</p>

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12	Administration	Admin – 2.1.d refers to supporting the Network Steering Committee Action Teams – is there travel associated with this activity or only conference calls?	<p>The Network Steering Committee (NSC) meets in person in Sacramento 2 to 3 times a year. The NSC Action Teams are subgroups of the larger NSC. Focusing on specific issues that relate to the FSNE population, the Action Teams meet quarterly via teleconference between the larger in-person NSC meeting dates (no travel required).</p> <p>Action Team members may meet in person, if possible, at the regularly scheduled NSC meetings (travel required in conjunction with NSC meeting attendance).</p> <p>For advance notice of all scheduled NSC meetings (Action Team and in person meetings), please review the Cancer Prevention and Nutrition Section calendar, located here: <a href="http://www.cdph.ca.gov/programs/CPNS/Documents/CalendarEvents-CPNS.pdf">http://www.cdph.ca.gov/programs/CPNS/Documents/CalendarEvents-CPNS.pdf</a></p> <p>Please note that the next in person Network Steering Committee meeting is scheduled for November 7, 2008, in Sacramento.</p>
13	Administration	The semi-annual and FAP documents are due in April and there are two April meetings: Admin 2.1.i) 2-day Coordinators mtg and 2.1.p) 1 ½ day Community Health Leader mtg for Coordinators. Please confirm that these are two separate meetings and that the coordinators need to attend both meetings (3 ½ days total in April).	Under Objective 2, Activity 1i, the correct timeframe should read "Annually in November, 2009-2010." This correction will be made to the SOW, and noted in a forthcoming RFA addendum. Only the Community Health Leader training will be conducted in April each year. As a result, the total number of annually meeting days in April will be 1-1/2 days, not 3-1/2 days.
14	Administration	Obj. 2, Activity 1 o) One additional <i>Network</i> meeting of choice per year – is this one staff attends one additional meeting per Region or one additional meeting per staff member per year?	The intent of this activity is to allow for professional development opportunities for <i>Network</i> contract staff, fiscal and program alike, to enhance job performance. The agency may send multiple staff persons to relevant <i>Network</i> -sponsored trainings, if indicated. As written however, the Scope of Work only requires one additional staff to attend one additional <i>Network</i> -sponsored meeting and/or training.
15	Administration	When will <i>Network</i> training schedule be available in order to strategically plan for events and training responsibilities that the region is responsible for? This will also be needed since non- <i>Network</i> funded media spokespersons are needed.	Objective 1, Activity 2a: State <i>Network</i> -sponsored trainings will be developed to address the needs of <i>Network</i> -funded contractors statewide (including LIA, LFNE, faith-based, and other contractor types). Once the trainings are developed, State staff will work with each <i>Regional Network</i> to arrange the implementation of selected trainings at the regional level. This development and implementation process will be on-going annually.
16	Administration	Are there a dates already scheduled, in November, for the Orientation?	Agencies will be notified of the November Orientation dates during contract negotiations.

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1	Budget	Would it be allowable to invoice on a monthly basis, instead of quarterly?	Historically, CPNS has allowed nonprofit organizations to bill on a monthly basis and is willing to continue to make the same exception should it be necessary.
2	Budget	On Regional Networks At-a –Glance it notes the suggested budget dedication per year for Core, and each Campaign/Program. Are the dollar amounts noted considered minimums, maximums, or only suggestions?	These are only suggestions. The suggested budget dedications listed within the At-A-Glance chart are based on historical information for the different elements within the Regional budget. These budgets have been provided as a helpful resource for budget planning purposes.
3	Budget	If we do not sub-contract out the programs/campaigns do we need to draft separate budgets for each or can we combine into the core budget?	There is only one budget, therefore if you have do not have subcontractors you will then leave that line item blank
4	Budget	The 1% COLA is a minimum, maximum or suggested?	The 1% COLA increase represents the maximum amount that CPNS is increasing each budget per year. If your agency provides a larger COLA, budget accordingly within the Personnel line item.
5	Budget	If a maximum is 1% could you explain the reasoning? Are State Staff also restricted to a 1% COLA for each of the next 3 years?	
6	Budget	In the budget, it notes that Fringe Benefits should be realistic. What is considered realistic, could you give a range?	The amount dedicated to Fringe Benefits should be the actual cost incurred to provide the necessary benefits to your personnel.
7	Budget	Are we required to identify in the budget justification each staff person's campaign dedication (FTE) eg. Retail, Core, Latino, etc	No, this information will be captured within the Biographical Sketch.
8	Budget	In the budget justification do we need to group staff by campaign or job classification because in the instructions it states the personnel should be in the same order as the job description?	Yes, please group personnel by job classifications as the order of personnel listed in the Personnel Salaries line item should correspond directly with the list of position descriptions.
9	Budget	Under Budget At-A-Glance, Page 7, Attachment 6, there is a list of minimum required staffing. Is this actually a requirement or only a suggestion?	The Minimum Required Staffing listed on the At-A-Glance chart is a requirement, but the Other Recommended Staff is a suggestion as the minimum required staff may not be sufficient to successfully implement the SOW requirements.
10	Budget	Now that we have a single budget page, can we shift money between campaigns?	Yes, you may shift money between Campaigns/Programs but you must first receive prior approval to shift any money by way of a Budget Adjustment Request.
11	Budget	Is the Budget Justification document the only place money is tied to individual campaigns?	Yes.
12	Budget	In the overall budget, is there a dollar amount or percentage limit for the regional mini-grant program?	Historically, CPNS allowed a maximum of 3% of the total budget could be dedicated to mini-grants. For this RFA, there is not a maximum or minimum amount identified, but please refer to the SOW under Objective 4, Activity 1 in Community Collaboration and Empowerment section as it provides more details on mini-grant expectations.
13	Budget	Can the Region pay to send non-Regional staff to the State Steering Committee meetings? If so, is that budgeted in the "Other Costs" section?	Yes, this money should be budgeted in the Travel and Per Diem section of the Budget Justification.

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14	Budget	<p>We have an additional question to ask about NERIs. Will NERIs be provided to the Region by the state or is this a projection that the region will need to account for in the budget in order to purchase NERIs for program outreach?</p> <p>What is the status on NERI items? Can they be included in the budget? Do we need to continue budgeting for warehouse and distribution services for NERI items?</p>	<p>As done historically, CPNS will provide an assortment of Nutrition Education Reinforcement Items (NERI) to support community based nutrition education and physical activity promotion efforts through the Online Ordering System. The <i>Regional Network</i> may dedicate additional funds to either enhance or expand what is provided by CPNS if desired. Of note, all locally sourced materials must receive prior approval.</p>
15	Budgets	<p>If we elect to subcontract out the entire Latino or Power Play Campaign or a position, such as the Physical Activity Specialist, do you want a full supplemental budget justification for each subcontractor in the format designated in Form 8 or is Form 10a-c sufficient?</p>	<p>Please provide a brief description of the subcontractor on the Budget Justification and then complete Form 9a-c.</p>
1	Forms	<p>Please provide clarification for how to fill out on the Bio the Position/title/project role and the FTE (on this project/with applicant organization. For example, how would we fill out a individual, Jane Doe assigned .75 Retail Specials and .25 Latino on one Bio form?</p>	<p>Please list both titles where indicated on form and then list the each portion of their time that will be dedicated to each project.</p>
2	Forms	<p>Under the Strategic Plan-Regional Scan, Regional Services Snapshot Form 3b, should Subcontractor activities be included or only activities of the applicant?</p>	<p>The Regional Scan is structured to be a representation of the nutrition, physical activity, food security and chronic disease environment of your region. If activities of a potential subcontractor meet these qualifications, then include</p>
3	Forms	<p>Appendix 14 is not printable. This requires the latest version of Word.</p>	<p>This appendix is now available on the website in a PDF format.</p>
4	Forms	<p>Do we need to use the format on the Travel Worksheet tab? If so, can you provide a more complete example of how trips and individual costs should be designated for multiple people attending the same meeting?</p>	<p>The Travel Worksheet is an additional tool that can be used to list out the necessary trips for the year. If this tool does not work for you, please provide a detailed explanation within the Budget Justification of each trip/meeting for the year.</p>
5	Forms	<p>Page 1, Form 1 application cover sheet notes application due May 20. Is this a typing error? Isn't letter of intent due May 20?</p>	<p>The updated Application Coversheet (Form 1) will be placed on the website after this teleconference. To confirm the Letter of Intent is due May 20th by 4:00 p.m. and the application is due June 3rd by 4 p.m.</p>
6	Forms	<p>Page 2, form 3, format specifications notes general application information is in Provision M, unable to locate</p>	<p>Provision M can be found on page 25 of the RFA.</p>

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1	General	In looking at the RFA, I noticed that a Letter of Intent is required. However, a Letter of Intent form is not included in the forms section. Is each applicant expected to compose their own Letter of Intent?	There is not a form letter for the Letter of Intent but the instructions can be found on page 23 of the RFA.
2	General	The Scope of Work (SOW) document was received in a legal-size format. When we submit our application, do we need to reformat the SOW into an 8½ x 11 letter size as required by Provision M?	Yes, when the SOW is returned it does need to fit on a 8½ x 11 piece of paper. The SOW was originally created on 8½ x 11 letter size, therefore it should not be too difficult to reformat.
3	General	Are footnotes and a bibliography required? (To document references used for Regional Scan.)	Footnotes and a bibliography may be included if desired, however, the RFA does not note either as a requirement.
4	General	Would it be possible to move up the release date for the answers to our questions? Depending on the answers, we may need to readjust timelines and work flow.	No. A draft Q&A document has been provided, though answers are not binding until the final Q&A document is released, expected the week of May 19th.
5	General	What is the difference between an Annual duty statement and the semi-annual certification?	The annual duty statement provides us with an update on what projects each employee is assigned and the Semi-Annual Certification certifies that the specific employee is working 100% of their time on the Network funded projects.
6	General	Are the impressions or contacts as indicated in the scope of work negotiable?	No, the contacts indicated in the scope of work are not currently negotiable.