CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
CalFresh Healthy Living Program
Local Health Department Deliverables
Attachment 7
Federal Fiscal Year 2024-2026

DELIVERABLES/MEASURES: Local Health Departments (LHDs) are required to deliver California Department of Public Health CalFresh Healthy Living (CDPH CFHL) services that integrate nutrition education and policy, systems, and environmental (PSE) change approaches on multiple levels of the Social-Ecological Model (SEM) to support community health goals that address obesity prevention. To ensure that the CDPH CFHL program meets its statewide Supplemental Nutrition Assistance Program-Education (SNAP-Ed, known as CHFL in California) objectives, the LHDs are responsible for following the United States Department of Agriculture (USDA) guidance, the Integrated Work Plan (IWP) instructions, and the following numbered deliverables. Deliverables not met will result in a corrective action plan and/or denial or reduction in future CFHL funding.

Deliverables will be assessed by reviewing the two defined element categories below:

1. **Planned Elements** are written into the Integrated Work Plan and capture LHD's projected "work" or "activities." This will demonstrate each local jurisdiction's plan and intention to address the grant deliverables, and allow for monitoring, planned technical assistance and support throughout the work plan period.
2. **Reporting Elements** are defined as shared progress and action regarding Planned Element efforts and outcomes in the stated, required reporting system.

Deliverable #	Deliverable Requirements	Deliverable Documentation
Deliverable 1	**Federal Fiscal Year (FFY) 2024-2026 CFHL Required Programmatic Documentation** **Three-year Integrated Work Plan (IWP):** The IWP must describe the intent and approach planned to serve the CFHL-eligible population based on the SEM. LHDs must use assessment(s) of equity, ethnicity, obesity, chronic disease, and/or other related jurisdictional data, as well as community input, to create the LHD portion of the IWP. Using FFY 2024 Funding Allocation Projections and funding tiers, the LHD specific components of the IWP must adhere to the designated FFY 2024-2026 CFHL LHD Programmatic Priorities. **Site List**: As a part of the FFY 2024–2026 Funding Application Package (FAP), applicants are required to submit a completed CFHL FFY 2024-2026 Site List. **IWP Revision Process**: If the LHD component of the IWP must be revised, all changes will be made in accordance with the most current IWP Revision Process Guide for LIAs posted on the California Department of Social Services (CDSS) CFHL SharePoint Resources page.	**1. Planned Elements:** ☐ IWP Submitted ☐ Site List Submitted ☐ IWP Revisions Submitted, as applicable **2. Reporting Elements:** See Deliverable 2 and Programmatic Priorities Sections below

Deliverable 2	**Federal Fiscal Year (FFY) 2024-2026 Required Reporting and Outcome Documentation** **Reports:** Funded projects will be required to submit two Progress Reports each fiscal year of the grant cycle: a Mid-Year Progress Report due April 15 and Year-End Progress Report due October 15 (or other designated dates). These reports will be sent by email to the CDPH CFHL Project Officer assigned to the Grantee. **PEARS:** LHDs will use the online Program Evaluation and Reporting System (PEARS) to provide the required reporting information outlined in the FAP related to the following modules: • **Program Activities** • **Indirect Activities** • **PSE Activities** • **Success Stories** • **Partnerships** • **Coalitions** All PEARS reporting must be completed for the Federal Fiscal Year (October 1 – September 30) by the deadline shared annually by CDPH CFHL.	**1. Planned Elements:** See Deliverable 1 above **2. Reporting Elements:** ☐ Twice-yearly Progress Reports (six total during grant cycle) ☐ PEARS reporting (ongoing throughout each fiscal year) ☐ Document submissions as outlined in Programmatic Priorities below

Deliverable 3	**Federal Fiscal Year (FFY) 2024-2026 Evaluation Requirements** **Assessments**: Conduct or review a community assessment using an evidence-based assessment tool to assess readiness and need for specific program areas during the current and future grant cycles. The community assessment should inform the overall direction of the IWP. All LHDs must complete an assessment of each site where they are doing site-level PSE CFHL work in settings where an assessment tool has been created or recommended by CDPH CFHL Nutrition Policy Institute (NPI). See FAP for full details. **Direct Education: Impact/Outcome Evaluations (IOE)** data: If series-based direct education is carried out with 4th-12th grade students in the school or school-based after school setting, then an LHD (at any funding tier) must evaluate intervention(s) in the LEARN Setting. The number of sites required per LHD will be based on funding tier. See FAP for full details. **Adult Direct Education:** All LHDs (regardless of funding tier) utilizing an adult direct education curriculum consisting of four or more sessions delivered over four or more weeks must collect pre and post behavioral outcome data using a common online evaluation tool that will be provided by CDPH and NPI.	**1. Planned Elements:** ☐ IWP, Section A, Community Goals, Addressing Equity, Community Jurisdiction, Intervention Plan Narrative ☐ IWP, Section B, Evaluation Type, Evaluation Tool Documentation, Resources/Materials **2. Reporting Elements:** ☐ Site level assessments entered into an online link ☐ Pre- and post-behavioral data collected via the Eating and Activity Tool for Students (EATS); all data (paper or online) entered into a site-specific online link by June 30. ☐ Pre- and post-behavioral data collected via the CFHL Adult Survey; all data entered into an online link by August 31.

Deliverable 4	**Federal Fiscal Year (FFY) 2024-2026 Required Fiscal and Administrative Reporting Documentation:** all expenses incurred during each Federal Fiscal Year with the ability to provide back-up documentation for expenses in sufficient detail to allow CDPH CFHL to ascertain compliance with USDA grant rules for allowable expenses.	**2. Reporting Elements:** ☐ Quarterly invoices submitted to CDPH to be reimbursed for CFHL expenditures. ☐ Management Evaluation: required documentation as requested by FNS and/or CDSS as part of a fiscal review. ☐ Administrative Desk Review: required documentation as requested by CDPH as part of an administrative desk review to ensure administrative and fiscal compliance with CFHL policy and procedures.

CFHL LHD Programmatic Priorities Deliverables		

Deliverable 5	**Programmatic Priority: Advancing Equity**
	LHDs are expected to take specific action to advance equity. This includes making advances in programmatic practice with the intent to increase equity and decrease disparities within the CFHL community. Review the FFY 2024-2026 CFHL LHD Programmatic Priorities for details.
	• 5A: Include equity language and intention into all CFHL solicitations and/or subcontracts, relevant program/LHD materials, and staffing recruitments or interview protocols
	• 5B: Engage community members by:
	  ○ Retaining an advisory committee or group of subject matter experts with lived experience to inform program planning and design throughout the work plan period
	  ○ Utilizing community engagement (CE) IWP activities as necessary across strategy planning and implementation
	• 5C/7C: Engage/participate in, or convene, one or more diverse, multi-sector and/or community representative coalition(s)
	• 5D: Support and build the community's capacity to act
		1. Planned Elements:
		
		☐ All: IWP, Section A, Equity Narrative, overall approach to equity
		
		☐ 5B: IWP, Section A, Share community member input in assessment narrative
		
		☐ 5B: IWP, Section B, Complete all relevant CE activities across PSE Settings/Sub-Strategies
		
		☐ 5C/7C: IWP, Section A, List relevant partners and coalitions
		
		☐ 5D: IWP, Section B, include all relevant sustainability activities and efforts across PSE Settings/Sub-Strategies
		
		2. Reporting Elements:
		
		☐ All: Twice-yearly Progress Reports
		
		☐ Document submission
		• 5A: Subcontracting or solicitation language
		• 5A: Program materials
		• 5A: Staffing recruitments/interview guides
		• 5B: List of advisory community members
		
		☐ All: PEARS Reporting
		• Coalition Module
		• PSE Module (including the sustainability section)

Deliverable 6	**Programmatic Priority: Healthy Beverage Consumption and Purchases** LHDs are expected to take specific action to reduce access to and consumption of sugar sweetened beverages (SSBs). Therefore, all settings and sites involved in CDPH CFHL nutrition supported efforts should include (but not necessarily be limited to) efforts to reduce access to and consumption of SSBs. Review the FFY 2024-2026 CFHL LHD Programmatic Priorities for details. • 6A: Explain SSB reduction approach in IWP, Section A • 6B: Select applicable PSE Sub-strategies and education activities and curricula in IWP, Section B	**1. Planned Elements:** ☐ 6A: IWP, Section A, Intervention and Evaluation Plan Narrative ☐ 6B: IWP, Section B Sub-strategies, Direct Education and All Other Activities **2. Reporting Elements:** ☐ All: Twice-yearly Progress Reports ☐ All: PEARS reporting as applicable

Deliverable 7	**Programmatic Priority: Supporting PSE Change at the Community Level and in Priority PSE Settings** LHDs are expected to take an upstream, public health approach to their work plan design and implementation. LHDs are expected to complete all FAP Funding Tier requirements. The FAP Funding Tier table lists the required number of PSE Levels, PSE Strategies, and PSE Settings, including the requirement to include at least one priority PSE Setting (with selected PSE sub-strategies) in the IWP. The LHD Programmatic Priorities Document lists the 10 priority PSE Settings for LHDs. Review the FAP and LHD Programmatic Priorities for details. • 7A: Selection of appropriate IWP sub-strategies that impact PSE change at Level 2 (organizational) and/or Level 3 (community), and that meet funding tier requirements • 7B: Present to an applicable decision-making body (School Board, City Council/Committee, County Board/Committee, etc.) annually to educate and inform on healthy eating and active living best practices and program opportunities through policy or environment change • 5C/7C: Engage/participate in, or convene, one or more diverse, multi-sector and/or community representative coalition(s)	**1. Planned Elements:** ☐ All: IWP, Section A Intervention and Evaluation Plan Narrative, Explain comprehensive approach ☐ All: IWP, Section B, Settings, select applicable Sub-strategies, and define all activities **2. Reporting Elements:** ☐ All: Twice-yearly Progress Reports ☐ Documentation Submission • 7A: Proposed or enacted policies and/or changes • 7B: Board/Committee agenda and presentation materials ☐ PEARS Reporting as applicable • 7A/7B: PSE module surveys to describe organizational and community level work • 5C/7C: Coalition/Partner Modules

Deliverable 8	**Programmatic Priority: Reaching and Impacting Youth** LHDs must include a minimum of one PSE effort (selected PSE sub-strategy or sub-strategies) focused on youth (0-17 years) in their FFY 2024-2026 IWP. The preferred settings for this PSE work are Schools and Early Care & Education.	**1. Planned Elements:** ☐ IWP, Section A, explain efforts focused on reaching and impacting youth ☐ IWP, Section B, Selection of applicable Settings and PSE Sub-strategies **2. Reporting Elements:** ☐ PEARS reporting as applicable