Exhibit D

FEDERAL FISCAL YEAR 2024-2026 FUNDING APPLICATION PACKAGE

Supplemental Nutrition Assistance Program – Education
Known in California as CalFresh Healthy Living Program
California Department of Public Health
Nutrition Education and Obesity Prevention Branch

Released November 30, 2022

Nutrition Education and Obesity Prevention Branch
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TIMELINE

DATE	ACTIVITY
November 30, 2022	Funding Application Package released via email
December 1, 2022	Informational Webinar (Special All LHD Call) at 2:00pm (PST)
December 30, 2022	Mandatory, non-binding Letter of Intent due by email to NEOPBfiscalrequest@cdph.ca.gov by 4:00pm (PST).
January 31, 2023	Programmatic Projections Form due by email to Project Officer and NEOPBfiscalrequest@cdph.ca.gov
April 21, 2023	Application FFY 2024-2026 Integrated Work Plan due to CDSS, CFHL SharePoint Site
May 12, 2023	FFY 2024 Automated Budget due to CDSS, CFHL SharePoint Site
September 30, 2023	Notification of Award Letter sent to applicants
October 1, 2023	Grant Agreements begin

Please note:

Application funding and due dates are subject to change at any time because of changes in Federal or State program funding allocations or amendments. Changes will be communicated via email to applicants. When posted, applicants must check the California Department of Public Health – Nutrition Education and Obesity Prevention website frequently for any Funding Application addenda, which includes additional application information.

INTRODUCTION

Overall Purpose of Funding Application

The California Department of Public Health (CDPH) Nutrition Education and Obesity Prevention Branch (NEOPB) administers a portion of the United States Department of Agriculture (USDA)-funded Supplemental Nutrition Assistance Program – Education (SNAP-Ed), known in California as the CalFresh Healthy Living program (CFHL). CDPH NEOPB identifies as CDPH CFHL for purposes of this application package. CDPH CFHL is soliciting applications from all California Local Health Departments (LHDs) to provide allowable nutrition education and obesity prevention activities and interventions for low-income Californians. The negative health effects of obesity and resulting chronic diseases, such as heart disease, high blood pressure, diabetes, arthritis, and some forms of cancer are well documented. Obesity rates continue to grow and remain high among children, adolescents, and adults. The focus of CDPH CFHL is upstream public health approaches and individual and organizational health promotion to help the CFHL target audience establish healthy eating habits, a physically active lifestyle, and for primary prevention of disease. CDPH CFHL offers a comprehensive public health approach that enables partners to work together to prevent obesity and serve California's individuals and families with low incomes. The target audience for CFHL is CFHL-eligible Californians. CFHL-eligible individuals refer to the SNAP-Ed eligible audience, specifically SNAP participants and other low-income individuals who qualify for SNAP (CalFresh Food) benefits or other means-tested Federal assistance programs. The term "means-tested Federal assistance programs" for the purposes of this Guidance is defined as Federal programs that require the populations they serve have a gross individual or family income at or below 185 percent of the Federal Poverty Level. There may be additional eligibility requirements to receive these programs, which provide cash and noncash assistance to eligible individuals and families.

The California Department of Social Services (CDSS) as the oversight agency administers CFHL. CDSS oversees four State Implementing Agencies that consist of the California Department of Public Health (CDPH CFHL), University of California, CalFresh Healthy Living, California Department of Aging, and Catholic Charities of California, Inc. These state-level agencies, including CDSS, collectively represent California's five CFHL State Implementing Agencies (SIAs). SIAs oversee the implementation of CFHL programs and services by providing directives, support, and guidance to their respective Local Implementing Agencies (LIAs). As a result of California's state and local structure for CFHL, services are provided in all but one county in the state (57 of 58 counties).

This application begins the process by which CDPH CFHL will prepare a three-year State Plan for CFHL in collaboration with CDSS and collaborating SIAs. The CDPH CFHL authority for these grant agreements is vested in the Federal-Healthy Hunger-Free Kids Act of 2010 which established the Nutrition Education and Obesity Prevention Grant Program for eligible low-income individuals. The services in these grant agreements are classified as direct services based on the funding authority. The

services have been identified as 100 percent local assistance funding in our agency's budget and meet the conditions of State Contracting Manual 3.17. The Grantee will provide healthy eating and active living activities for SNAP-Ed eligible individuals and families. The SNAP-Ed programmatic focus is outlined in the current USDA SNAP-Ed Guidance. The California SNAP-Ed program administered through CDSS is 100 percent federally funded through the USDA.

GENERAL INFORMATION

Funding Application Purpose and Objective

CDPH CFHL is issuing a funding application request to LHDs or their designated non-profit (classified as 501(c) (3) tax exempt under the Internal Revenue Code) for a three-year grant period from October 1, 2023, to September 30, 2026. CDPH CFHL employs a Local Health Department funding model for CFHL service delivery for the promotion and protection of health among California's diverse communities. LHDs are sought for their leadership in the practice of public health and policy development. The United States Department of Agriculture, Western Regional Office (USDA/WRO), endorses the LHD model of CDPH CFHL. Funding for each county is based on the county's portion of California's total SNAP-Ed eligible population. Approximately $55 million is the estimated annual funding amount available to LHDs (pending annual funding allocations from USDA and CDSS, and final approval from the USDA/WRO).

The overall objective is to award funding for work with CFHL eligible participants to provide evidenced based interventions and activities related to improving healthy eating and active living behavior and environments. CDPH CFHL program funds account for state and local health equity goals while meeting the program requirements. LHDs are expected to serve populations with low-income (i.e., sites and settings serving ≥ 50% of persons with household incomes of ≤ 185% of the Federal Poverty Level), and those who are disproportionately impacted by obesity and chronic diseases related to diet and physical activity. LHDs in counties with ethnic minorities that meet CFHL qualifications should deliver interventions for those populations in a culturally appropriate manner. In addition, USDA SNAP-Ed has strongly encouraged focusing on women and children in households with low-incomes to increase the greatest potential impact. Additional audience segments may be the focus of interventions and activities based on a local needs assessment.

The guiding goals for this funding are to:

- Mobilize communities and institutions to transform policies and systems towards a culture of equity, antiracism, healing and health for all people and our planet;
- Work collaboratively with community members and other partners to increase impact, strengthen relationships between and across sectors, and ensure sustainable outcomes;
- Optimize and enhance the food system to support a healthy diet;
- Adopt, implement, maintain, and support programs and policies that increase access to and demand for healthy food;
- Adopt, implement, maintain, and support programs and policies that decrease access to and demand for unhealthy food;
- Adopt, implement, maintain, and support programs and policies that promote drinking water and restrict access to and consumption of sugar sweetened beverages; and
- Adopt, implement, maintain, and support programs, policies, and enhancements to the natural and built environment to increase physical activity opportunities.

In addition to individual and/or group nutrition education, requirements of the funding include policy, systems and environmental (PSE) change work. Cohesive, multi-level public health interventions in multiple complementary settings are an essential part of a comprehensive scope of work. All messaging must be consistent with the most current Dietary Guidelines for Americans (DGA) and MyPlate, and may not use SNAP-Ed funds to convey negative written, visual, or verbal expressions about any specific brand of food, beverage, or commodity.

Funding Amount and Timeframe

Approximately $55 million is available each year to fund all LHDs or their designee. Projected funding amounts can be viewed in the attachment titled FFY 2024-2026 CFHL LHD Funding Allocation Projections. Final funding allocation per LHD or their designee will be provided after all Letters of Intent are submitted. Funding for the grants is contingent on the continued availability of annual funds through the California CFHL Plan, may change per fiscal year, and is subject to USDA SNAP-Ed Plan Guidance requirements.

Successful applicants awarded a grant agreement from this Funding Application will be eligible for a three-year grant agreement, beginning on October 1, 2023, and ending September 30, 2026.

Applicants shall submit a three-year Integrated Work Plan (IWP) for Federal Fiscal Year (FFY) 2024 (October 1, 2023-September 30, 2024), FFY 2025 (October 1, 2024-September 30, 2025), and FFY 2026 (October 1, 2025-September 30, 2026) as a part of the CFHL IWP submittal process led by CDSS. Applicants shall submit one budget worksheet per fiscal year. As a part of this application submission, applicants must submit a budget worksheet for FFY 2024. Detailed budgets for FFY 2025 and 2026 will be collected through the annual State Plan process. The three-year grant agreement will be for the total cumulative amount projected for LHD funding for FFY 2024-2026 (the FFY 2024-2026 CFHL LHD Funding Allocation Projections), plus a defined proportional cushion, which increases the budget authority in the event funds are added.

Who May Apply

Applicants must be a California LHD or an LHD designated agency. The designated agency must meet all the following criteria:

- Operate within the county they are authorized to serve;
- Provide proof of non-profit status as part of the response to the Funding Application Request (for example, a copy of your signed 501(c) (3) IRS form);
- Have expertise to implement nutrition education and obesity prevention strategies through policy, systems, and environmental strategies as applicable;
- Demonstrate experience or capacity to provide CFHL services to identified eligible individuals and families;

- Collaborate and coordinate with community members and partners representing the diverse assets and needs of the community, including addressing and promoting efforts such as: racial equity, food waste prevention and recovery, economic development, reduction of health disparities and inequities, education, appropriate policies, and local food systems among others; and
- Possess the capacity to adhere to the contractual, fiscal, and program reporting requirements of CDPH CFHL and USDA.

Informational Webinar

An informational webinar is scheduled for Thursday, December 1, 2022, at 2:00 pm (PST) as a part of a special CDPH CFHL All LHD Call. The purpose of the webinar is to review the information in this Funding Application Package and answer any questions applicants have regarding the application process. If CDPH CFHL updates the Funding Application Package, any such changes or updates will be indicated with highlights (additions) and strikethrough (deletions). The Funding Application Package will serve as the final answer to questions should there be a discrepancy in responses between the Funding Application Package and the webinar.

Submission of Application

CDPH CFHL reserves the right to reject any or all applications and/or cancel the grant agreement made under this funding application request. Acceptance of an application is subject to negotiations of an agreement between CDPH CFHL and the applicant organization.

All materials submitted in response to this Funding Application Package will become the property of CDPH CFHL at the time the application is received.

All applicants agree that by submitting an application, they authorize CDPH CFHL to verify any or all claimed information.

All applications must be complete when submitted. CDPH CFHL reserves the right to contact applicants during any application evaluation phase to clarify the content of the application and negotiate changes.

Submission of an application signifies that:

- The lead organization and any subcontractor(s) have carefully investigated all conditions which affect, now and in the future, the performance of the work covered by the application;
- The lead organization and any subcontractor(s) are fully informed concerning the conditions to be encountered, quantity and quality of work to be performed; and
- The lead organization and any subcontractor(s) are familiar with all federal and state laws that affect the work to be conducted and the persons employed in the work.

Mandatory, Non-Binding Letter of Intent

CDPH CFHL must receive the mandatory, non-binding Letter of Intent from all applicants by 4:00 pm (PST) on December 30, 2022. See Application Sections Description below for more information.

Information, Addenda and/or Changes

If any clarifications or modifications to this Funding Application Package are necessary, all questions and answers, addenda, or changes will be posted on the CDPH NEOPB Website and/or sent via email.

It is the responsibility of applicants to check the website frequently to keep updated regarding clarifications or changes to the Funding Application Package.

Grant Agreement Award Process

Awarded Grant Agreements will be executed by September 30, 2023, for work to begin on October 1, 2023. CDPH CFHL reserves the right to fund any or none of the applications submitted.

Awards will be made to LHDs, or their designee, whose applications are determined to be technically complete, and whose professional qualifications and experience meet the terms of the Funding Application Package. The selection process may include a request for additional information to support the application. In addition, telephone interviews and/or site visits may take place between the selection processes, grant agreement negotiations, and grant agreement award dates.

APPLICATION INSTRUCTIONS

This Funding Application Package includes all elements of the application that are due to CDPH CFHL. Some elements of this application package are submitted directly through the CDSS CFHL SharePoint site submission systems. LHDs are expected to follow all State Plan submission timelines and directions as released. The CFHL State Plan timeline resides on the CDSS CFHL SharePoint site.

Application Content

Any application that does not comply with FAP requirements will be considered non-responsive and will not be reviewed. A checklist, found in the Forms and Attachments section at the end of this document, is provided to assist with submitting a complete application.

LHDs should reference all attachments to clearly understand and address all elements of the application. LHDs should reference the attachment titled FFY 2024-2026 CFHL LHD Deliverables when submitting application materials to ensure all deliverables are achievable.

Application Section Descriptions

Mandatory, Non-Binding Letter of Intent

Prospective applicants who intend to apply are required to indicate their intention to apply via submission of a mandatory, non-binding Letter of Intent. Failure to submit the mandatory, non-binding Letter of Intent will result in application rejection. The mandatory Letter of Intent is non-binding and prospective applicants are not required to apply merely because a Letter of Intent is submitted. Use the Letter of Intent form found in Forms and Attachments section below.

The mandatory, non-binding Letter of Intent must be received by 4:00pm (PST) on December 30, 2022. Submit the Letter of Intent via email to the attention of Ashley Nubla at the email address listed below:

Subject Line: Letter of Intent: County/Agency Name, CDPH CFHL FFY 2024-2026 FAP; Attention: Ashley Nubla
Email: NEOPBfiscalrequest@cdph.ca.gov

Programmatic Projections Form

To support local and state level planning and programming, all LHDs are required to complete the Programmatic Projections Form to accompany application by January 31, 2023. The form will provide a high-level snapshot of individual LHD work inclusive of work planned for the projected numbers of Domains, Settings, Policy, Systems, and Environmental Change (PSE) Strategies and PSE levels. Use the Programmatic Projections Form located in Forms and Attachments section below. Submit the Programmatic Projections Form by email to both your Project Officer and

NEOPBfiscalrequest@cdph.ca.gov. Include your county name and “Programmatic Projections Form” in the subject line of your email.

Non-Disparagement Certificate

All Applicants must complete the Non-Disparagement Form acknowledging the USDA SNAP-Ed requirements around coupon use and non-disparagement practices. This form can be found in the Forms and Attachments section of this application package.

Programmatic Priorities

LHDs will use the FFY 2024-2026 CDPH CFHL Programmatic Priorities to guide the development of LHD specific activities. The minimum work expected per LHD is dependent upon the projected base funding amounts for FFY 2024, and the enactment of the Healthy Hunger-Free Kids Act of 2010. In addition, the depth, complexity, number of activities and interventions that LHDs propose from the Programmatic Priorities, as well as the number of Domains, Settings, and PSE Levels in which the LHD works, should be appropriate for and align with each LHD’s funding level. The following table details the work LHDs must complete based on their Funding Tier.

Table 1: LHD Funding Tier Requirements

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
LHDs projected to receive a budget allocation of $162,390 annually	LHDs projected to receive a budget allocation of $162,391 - $439,999 annually	LHDs projected to receive a budget allocation of $440,000 - $924,999 annually	LHDs projected to receive a budget allocation of $925,000 - $4,399,999 annually	LHDs projected to receive a budget allocation above $4,400,000 annually
Minimum: 2 PSE Levels and 1 PSE Strategy	Minimum: 2 PSE Levels and 2 PSE Strategies	Minimum: 3 PSE Levels and 2 PSE Strategies	Minimum: 3 PSE Levels and 2 PSE Strategies	Minimum: 3 PSE Levels and 3 PSE Strategies
Minimum: 1 Setting (Must be from at least one priority PSE Settings)	Minimum: 2 Settings (Must be from at least one priority PSE Settings)	Minimum: 2 Settings (Must be from at least one priority PSE Settings)	Minimum: 3 Settings (Must be from at least one priority PSE Settings)	Minimum: 3 Settings (Must be from at least one priority PSE Settings)

LHDs have the option to exceed the minimum expectations stated within the assigned tier requirements for number of Settings, PSE Levels and PSE Strategy expectations.

LHDs must meet the LHD Programmatic Priority Deliverables in addition to the funding tier requirements.

Refer to the Forms and Attachments section of this application package for additional information regarding FFY 2024-2026 CDPH CFHL Local Health Department Programmatic Priorities (identifies priority PSE Settings, PSE Levels, and other programmatic priorities referenced above), FFY 2024-2026 LHD Deliverables, and FFY 2024-2026 CDPH CFHL LHD Funding Allocation Projections.

Reporting Income Targeting Data

All CFHL-funded programs must provide income-targeting data for the populations that are served with USDA SNAP-Ed funding. The income targeting data source will verify that the target audience meets the USDA SNAP-Ed funding guidelines, which are at or below 185 percent of the Federal Poverty Level (FPL). This includes education and PSE change activities at the site, institutional and community/jurisdiction levels. The CDPH-NEOPB Geographic Information System (GIS) mapping tool is available to assist in identifying qualifying census tract data. Targeting information will be submitted as a part of the CFHL State Plan submittal process led by CDSS.

Site List

CDPH CFHL funded programs must provide income-targeting data for the populations they serve with USDA SNAP-Ed funding. Income targeting data verifies that proposed CFHL services will be provided in approved communities, settings and sites, and that the primary audience members have annual household incomes at or below 185 percent of the Federal Poverty Level (FPL).

As a part of the FFY 2024–2026 Funding Application Package, applicants are required to submit a completed CFHL FFY 2024-2026 Site List (Site List) according to the CFHL Site List submittal process led by CDSS. The Site List will include all the sites where applicants plan to conduct CFHL activities as part of their grant agreements. The Site List should be comprehensive and include only the sites in which applicants plan to conduct CFHL activities over the three-year term of the grant agreement as noted in their FFY 2024-2026 IWP.

The Site List may be revised in each subsequent fiscal year according to the most current Site List Revision Guide for LIAs found on the Resources page of the CDSS CFHL SharePoint website. Site Lists that are revised are submitted for approval as part of the annual State Plan during each designated time period within the fiscal year.

Applicants must qualify all sites listed on their Site List where they provide CFHL services in accordance with the methodologies provided in the most current California

SNAP-Ed Targeting Methodologies Summary posted in the Site Change Process Resources section of the CDSS CFHL SharePoint site. Below are examples of datasets that can be used to qualify CFHL sites.

Census Tract/Census Block Group Data:

Census tracts or Census block groups and other defined locations are areas where at least 50 percent of persons have gross incomes that are less than 185 percent of the Federal Poverty Level (FPL). CFHL has provided the most current American Communities Survey (ACS) datasets in a modified, user-friendly format found on the CDSS CFHL SharePoint Site to identify sites qualified for CFHL services.

- Applicants are required to use the most current ACS data to qualify eligible census tracts below 185 percent of the FPL. Intervention sites may qualify by census tract or census blocks. If the intervention site does not qualify by census tract, census block data may be used.
- To complete the Site List as part of the FFY 2024-2026 Funding Application Package, the three most current ACS datasets must be used for qualifying and adding new sites to the Site List. New qualifying ACS datasets may become available each fiscal year and a list of the most current datasets can be found on the CDSS CFHL SharePoint site.
- When adding sites to the site list, applicants must use the most current datasets first for qualifying sites, then moving to the next listed datasets only if sites do not qualify under the more current data.
- If the CFHL activity is targeting a specific race/ethnicity, then a specific race/ethnicity may be used to qualify the site. The ACS 2015-2019 (race and ethnicity only) and the datasets noted above may be used in those instances. To use this data, the site must have at least 50 percent of the identified audience fall within the selected race/ethnicity category and this race/ethnicity category must be checked off in Section A, Target Audience, Ethnicity and Race in the agency's FFY 2024-2026 IWP.
- The CDPH-NEOPB Geographic Information System (GIS) mapping tool may be used to identify eligible census tracts for intervention sites as well.

Free and Reduced Price Meal (FRPM) Percentage Data:

Beginning in School Year (SY) 2022–23, California became the first state to implement a statewide Universal Meals Program for school children. While school meals are provided free of charge, the California Department of Education continues to collect family income data from individual school sites. Schools where at least 50 percent of children in the school receive free or reduced priced meals are considered eligible to receive CFHL services. All school sites qualified by FRPM, or Child and Adult Care Food Program (CACFP) data must be entered on the Site List. The most current FRPM data is available on the CDSS CFHL SharePoint site at CDE FRPM Data 2021-2022 Version 2.0.

- If a school site cannot be qualified using the FRPM data provided and more current FRPM data for the school site would qualify the school, the Food Service Director of the site may be contacted to obtain the most current FRPM data. If the

more recent Food Service data qualifies the school site, this information must be included on the Site List. The backup documentation from the Food Service Director (email, letter) verifying the more recent data must be kept on file by the LHD and be made available upon request.

Additional Site Qualification Methods

For additional site qualification methods, refer to the California SNAP-Ed Targeting Methodologies Summary posted on the Resource page of the CDSS, CFHL SharePoint site and the Means Tested site qualification information in the Overall Purpose of Funding Application section above.

Multiple LIAs working within a Site

Per USDA and CDSS guidance, more than one LIA (e.g., those funded by CDPH CFHL, CDA, CFHL UC, CCC, and CDSS) may deliver Direct Education (DE) interventions at the same site provided they are working with a different audience and with the understanding that only one LIA is reporting the reach for the DE audience they worked with. A qualified site can have multiple DE interventions with separate and distinct audiences, implemented by the same or different LIA(s), if each LIA serves a different audience and there is only one DE intervention for each audience.

A qualified site can have a mix of strategies and work plan activities conducted at the same site and potentially at the same time. However, the mix of strategies and activities can include only one DE activity per participant per site as noted above. It is possible to include one or more additional PSE strategies and activities across the site or participants. For example, a mix of PSE change activities could be implemented by more than one LIA across multiple IWP activity categories and target audiences at the same site to ensure a collaborative and comprehensive approach is received at the site. LIAs are expected to collaborate and coordinate during the development of their IWPs to ensure there are no duplicative activities at the same site. It is important that all CFHL activities be complementary, collaborative, and comprehensive in approach and should be conducted to strengthen the overall CFHL work within the jurisdiction.

Budget

An automated budget for FFY 2024 detailing the projected cost of the LHD component of the local CFHL IWP must be submitted by each LHD by May 12, 2023. The automated budget form will be made available for LHD completion by CDSS (FFY 2024 Budget will be posted on CDSS CFHL SharePoint site).

Detailed instructions for completing the automated budget form are available on the CDSS CFHL SharePoint site under Resources. Additional information and resources are available within the CDPH CFHL Administrative Guidelines Manual (AGM). Grantees must adhere to USDA, CDSS, and CDPH CFHL deadlines to meet required timely submission of the CFHL State Plan and supporting grant and deliverables. Failure to comply with the timeline will cause lengthy delays in the contracting process or loss of the opportunity to receive an agreement with CDPH CFHL. In addition,

Grantees will be required to adhere to the CDPH AGM and any Program Letters throughout the year.

Subgranting

Subgranting is an expectation, and CDPH CFHL expects that a portion of the LHD allocation is subgranted to reach the state's diverse population adequately and appropriately. Each health jurisdiction will determine the level of subgranting based on work plan requirements and eligible subgrantees. Subgrantees, including school-based organizations (SBOs), community-based organizations (CBOs), and local cities with a high proportion of Californians with low incomes, should be chosen based on their capacity and ability to complete the LHD components of the local Integrated Work Plan working with the most vulnerable eligible populations. Equity priorities should be considered when making subgranting decisions such as how subgrantees are recruited, which subgrantees are chosen, and what their scopes of work entail. Reflecting on and implementing subgranting practices that ensure subgrantees reflect the communities with which they intend to work is an important way to support equity priorities. LHDs are encouraged to find ways to fund CFHL-eligible community members as part of program planning, implementation, and support. Examples can include funding community engagement agreements or community representative roles (such as subject matter experts) through their subgrant agreements.

Staffing

The size and expertise of the LHD staff will depend in large part on the funding level. Language-specific and cultural competencies are needed for reaching California's diverse population, along with skills in promoting health equity, PSE implementation, health promotion, community engagement, business, organizational-level, and community-level public health approaches. It is recommended that LHD staff reference the tier-based Core Competencies for Public Health Professionals when staffing appropriate CFHL-funded positions. Funded LHDs are expected to meet the following staffing positions and/or expertise:

- One full-time Project Director. The Project Director is expected to have a Master's in Public Health (MPH), or an equivalent degree, or three years' experience as a Public Health Project Director implementing multi-level public health programs.
- Nutrition expertise (Registered Dietitian, R.D.) is expected to be part of the staffing of this grant or the LHD should have access to a R.D., should the Project Director not have this expertise. Access to evaluation expertise ensures ongoing and as needed competence for evaluating program effectiveness.
- Adequate fiscal and administrative support.

Grantee Information

Applicants must ensure that the information provided is up to date on the Grantee Information Form (GIF). An updated GIF is to be provided to the assigned Contract Manager if any changes occur throughout the grant term.

Letter of Agreement of Memorandum of Understanding (when applicable)

If CFHL activities are provided in conjunction with other federally funded nutrition education programs, then a letter of agreement is required to delineate the responsibilities of each program to demonstrate collaboration and prevent supplantation. In addition, all CFHL activities that address the topic of breastfeeding must be planned and implemented in collaboration with the State Women, Infant, and Children (WIC) agency. The WIC Program should have the lead and primary role in all breastfeeding activities with CFHL supplementing existing WIC activities. A written agreement such as an Inter-Agency Agreement or Memorandum of Understanding stating the degree of collaboration and the specific responsibilities of WIC (i.e., staff, duties, and time) and CFHL shall be signed by all collaborating agencies and maintained for inspection. CFHL can advance breastfeeding in its programming through such activities as working on lactation policies and promotion at childcare facilities and/or other community venues.

OTHER APPLICANT INFORMATION

Project Reporting – Program and Administrative

For each year of the three-year grant period, CDPH CFHL funded projects will be required to submit a Biannual Progress Report consisting of a Mid-Year Report due April 15 and Year-End Report at the end of each Federal Fiscal Year due October 15. These reports will be submitted via email to the CDPH CFHL Project Officer assigned to the Grantee.

Project Reporting – Evaluation

A detailed description of reporting requirements for evaluation are as follows:

PEARS

LHDs must use the online Program Evaluation and Reporting System (PEARS) to provide information necessary to complete federally required reporting. Additionally, PEARS is used to report program and evaluation activities and outcomes of interest to CFHL. PEARS is designed to link data with local, state, and national objectives, allowing CDPH CFHL and LHDs to more effectively measure and report program impact. LHDs will report their activities, including SIA-specific custom fields and supplemental surveys, in the following PEARS modules:

- **Program Activities:** LHDs must report all direct education activities in the Program Activities module. Direct education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention. Program Activities entries require session dates and length, participant demographics, and information about program objectives.
- **Indirect Activities:** LHDs must report all distribution of information and resources, including any mass communications, community events, interviews, advertisements, materials distributions, and LHD-specific social marketing

activities that are not considered direct education in the Indirect Activities module.

- **PSE:** LHDs must use the PSE module to track efforts to make policy, system, and environment (PSE) changes at all stages from planning to maintenance. This module should be completed for all sites and organizations that are involved in SNAP-Ed supported PSE efforts. LHDs will also be required to track their specific efforts related to organization-level, community-level, and government jurisdiction-related PSE work, through supplemental questions or surveys available via PEARS.
- **Success Stories:** LHDs must submit at least one PSE-related success story annually by September 30 each year of the grant period. It is preferred that success stories are related to the stated FFY 2024-2026 LHD Programmatic Priorities. The story should relate to PSE efforts that happened during the Federal Fiscal Year in which it took place and follow the Success Story Instructions provided by CDPH CFHL.
- **Partnerships:** LHDs must use this module to report any site level (e.g., elementary school), organization (e.g., school district), or complementary site partnerships activity during a reporting year. Active partnerships may include two or more individuals or organizations who regularly meet, exchange information, identify and implement mutually reinforcing activities that will contribute to organizational changes or policies.
- **Coalitions:** LHDs must use this module to report any multi-sector coalition activities during a reporting year. This may include County Nutrition Action Partnerships (CNAPs) or other relevant collective impact initiatives.

Activities may be reported in PEARS on an ongoing basis throughout the year. PEARS reporting for each Federal Fiscal Year (October 1 – September 30) must be completed by the deadline shared annually by CDPH.

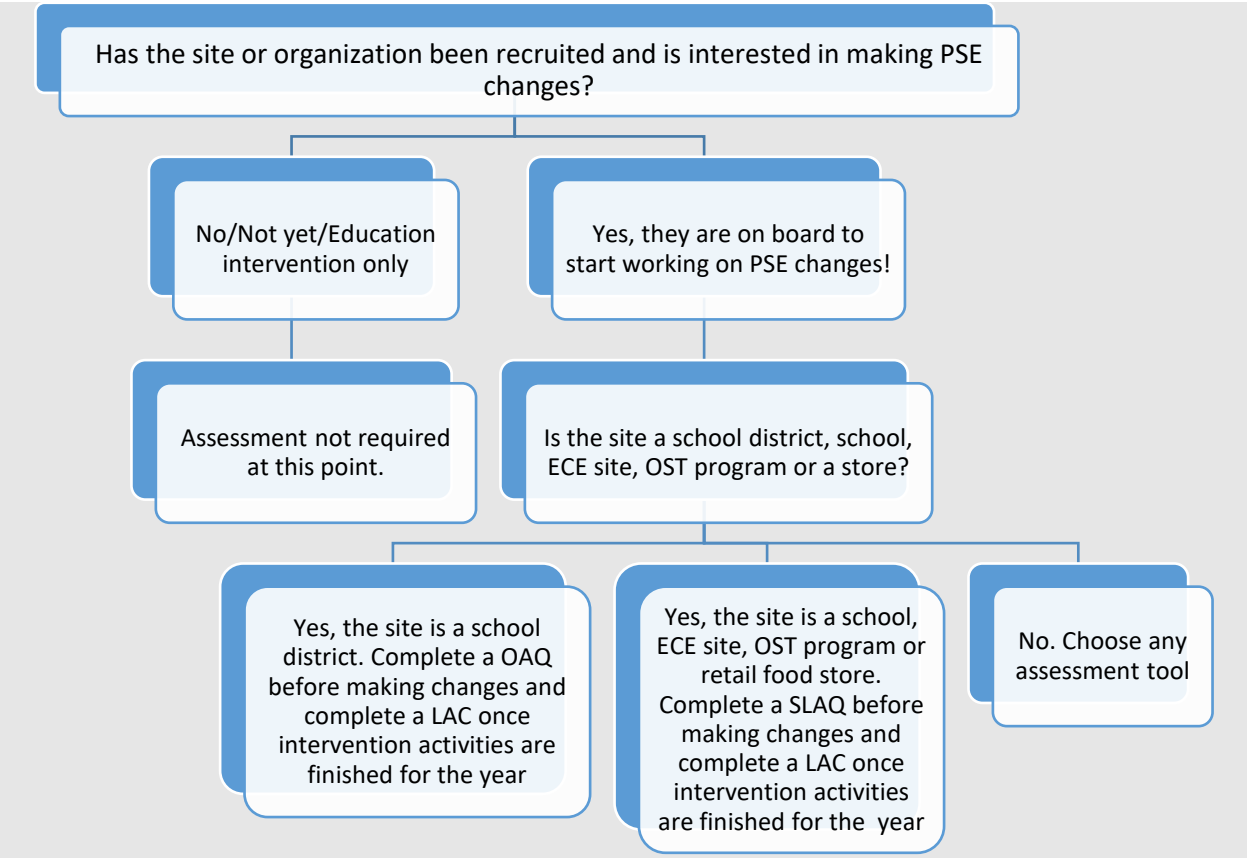
Assessment Tool Data

Site level assessment tools are intended to assist with program planning and can be used to assess changes in institutional policies and practices over time. 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 NPI. Standardized tools, referred to as SLAQs (site-level assessment questionnaires) and LACs (LHD Activity Checklists) have been developed and tested and are required for schools, early childhood education sites (ECE), out-of-school time (OST) programs, and stores. In addition to SLAQs, an organization-level assessment will be required for school districts involved in district-level PSE efforts using a combination of WellSAT and an Organization Assessment Questionnaire (OAQ) developed and tested for school districts. For CFHL work occurring in other settings (e.g., food pantries, farmers' markets, other organizations, etc.), LHDs may choose to use another assessment tool until a SLAQ, OAQ, and/or LAC becomes available, or another standardized instrument is required for that setting.

Assessments should take place once each year that CFHL-supported PSE interventions will be occurring and before implementation begins. Sites should already be engaged and on-board before assessments occur. LACs should be completed at the end of the year after all activities for a given year have occurred. LHDs with a larger number of site-level PSE sites within a setting may work with a state-level evaluation liaison to develop an alternative assessment strategy. Assessments do not need to be conducted at sites that only host education and no PSE efforts.

Assessment requirement decision tree *(ask yourself these questions each year)*:

Figure 1: Assessment Requirement Decision Tree



Impact and Outcome Evaluation (IOE)

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 for the LHD to evaluate will be based on funding tier. LHDs must collect pre and post behavioral outcome data from intervention sites using the Eating and Activity Tool for Students. To the extent possible, LHDs should evaluate their earliest occurring interventions in the fiscal year. Pre- and post-testing should occur at the beginning and end of school year, regardless of timing of direct education implementation. Technical assistance will be available by Nutrition Policy Institute CFHL staff throughout the year, including during

FFY 2023 to support planning, to ensure the guidelines are applied to produce valid evaluation results as well as to fit unique situations.

Table 2: IOE Site Requirements by Funding Tier

Funding Tier	Number of Sites* (School or Afterschool**)	Students per School Site (Matched)	OR	Students per After School Site (Matched)
5	5	30 (At least 2 classrooms)		30 (Or max students attending)
4	4			
3	3			
2	2			
1	1			

* If you do not plan to conduct interventions in the number of sites required by your funding tier, you can evaluate in the maximum number of sites in which you do have applicable interventions.
** IOE requirements applicable to school-based afterschool programs only.

Evaluation of 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 the CFHL Adult Survey. LHDs delivering class series adult direct education that does not meet these criteria are exempt. Technical assistance will be provided by NPI on survey administration/data collection methodology.

FORMS AND ATTACHMENTS

Forms

1. Letter of Intent
2. Programmatic Projections Form
3. FFY 2024-2026 CFHL Application Checklist
4. Grantee Information Form
5. Non-Disparagement Certificate

Budget, Site List and IWP Documents and Instructions

All instructions, planning tools, documents and submission links for the Budget, Site List, and Integrated Work Plan (IWP) will be communicated separately by CDSS or CDPH CFHL. LHDs are responsible for monitoring communications and all submission deadlines.

Attachments

Attachment 1: SNAP-Ed Plan Guidance and Templates
Attachment 2: Recent ACS and FRPM datasets (via the CDSS CFHL SharePoint Site)
Attachment 3: Federally Qualified Health Centers
Attachment 4: CA SNAP-Ed Targeting Methodologies Summary
Attachment 5: FFY 2024-2026 CFHL Local Health Department Programmatic Priorities
Attachment 6: FFY 2024-2026 CFHL LHD Funding Allocation Projections
Attachment 7: FFY 2024-2026 CFHL LHD Deliverables