FFY19 AZ Health Zone Application training



FFY19 Application

- 1. Work Plan (per county jurisdiction)
- 2. Budget (per county jurisdiction)
- 3. Project Narrative
- 4. Site Listing
- 5. Signed Assurances



FFY19 Strategies

Food Systems

Strategy 1: Increase availability of healthy food retail, including mobile vendors, farmers' markets, corner/country stores, and grocery stores.

Strategy 2: Encourage participation in community, home, school, and child care gardens.

Strategy 3: Start and expand Farm to School, Farm to Child Care, or Farm to Worksite programs.

Strategy 4: Support implementation and promotion of the Summer Food Service Program (SFSP).

Strategy 5: Encourage use of farmers' market with SNAP and WIC access at key community outlets.

Active Living

Strategy 6: Build capacity to implement active living policy at the community level and by community organizations.

Strategy 7: Promote participation in and use of area physical activity resources, including partnerships with parks and trails organizations, and other community organizations.

Strategy 8: Support family-friendly physical activity opportunities throughout the year, throughout the community.

Strategy 9: Use point-of-decision prompts to encourage use of stairs.



FFY19 Strategies

School Health

Strategy 10: Support the development, implementation, and evaluation of nutrition and physical activity Local Wellness Policies in collaboration with Local Education Agencies (LEAs).

Strategy 11: Improve student, teacher, and staff access to nutrition information through menu labeling and classroom curriculum to improve student understanding of nutrition information.

Strategy 12: Support comprehensive school physical activity programming.

Early Childhood

Strategy 13: Support development, implementation, and evaluation of food and beverage policies and physical activity policies and environments consistent with the Empower standards.

Strategy 14: Improve capacity of child care providers and food service staff in nutrition education and healthy meal planning and food preparation.

Strategy 15: Improve capacity of child care providers to provide children with opportunities for physical activity throughout the day, including outside play when possible.

Direct Education

Strategy 16: Provide evidence-based healthy eating and active living education in support of policy, system, and environmental change strategies to eligible audiences in eligible community sites to promote consumption of healthy foods and beverages and active lifestyles.



Strategies

- Selection Criteria
 - Strategy 16 (Direct Education)
 - At least 1 strategy from at least 2 focus areas
 - Food Systems
 - Per County Jurisdiction



Direct Education

- Oirect Ed still a separate strategy- you will document as strategy 16 in the work plan but should be associated with other PSE strategies.
- OE should be conducted in each community but does not have to be associated with each PSE.
- ALSO- food demos, materials distribution at sites and fairs are no longer defined as DE. Associate those activities/actions w/ PSE.

Work Plan

FY2019 Project Work Plan

It is recommended the project work plan and budget be completed prior to writing the project narrative. Ensure that all work plan associated costs are included in the budget justification. A separate work plan must be completed for each county jurisdiction included in the application.

All objectives must be in the SMART format. SMART = Specific, Measurable, Achievable, Relevant, and Time Bound. Objectives can be new or continue from FY18.

List which strategies each objective supports. Strategies can be new or continue from FY18.

Action steps must cover the two years of the project (years 4 & 5) and progressively build off one another. Action Steps may continue from FY18 plan.

SEEDS Activities should be **bolded** within the work plan for easy reference.

Use the year columns to indicate the project year each action step will take place.

Provide the projected **reach** of the identified communities based on their definition/boundaries. The reach projection should cover the full two year period and reflect an unduplicated participant count.

Include indicators/evaluation measures from the AZ Health Zone Evaluation Framework that have already been established for each strategy. New indicators may be added, with approval, and should be highlighted to clearly identify them in the project work plan. Ensure that selected indicators clearly match all objectives. Add additional rows as needed.

If internal evaluations are utilized, corresponding action steps must be included.

Note: The project work plan template is not protected. This allows greater flexibility for applications to add additional lines. Please be careful when completing the template to keep the same format.

A completed application includes:

- 1. Project Narrative
- 2. Work Plan (per county jurisdiction)
- 3. Budget (per county jurisdiction)
- 4. Signed Assurances



Work Plan

Applicant Name:

County:

Project Work Plan

Objective	Strategy	Action Steps	Year		Reach	Indicators/Evaluation Measures
	#		4	5		
1.		a)				See AZ Health Zone Evaluation framework
						for relative strategies/activities
2.		a)				See AZ Health Zone Evaluation framework
						for relative strategies/activities
3.		a)				See AZ Health Zone Evaluation framework
						for relative strategies/activities
4.		a)				See AZ Health Zone Evaluation framework
						for relative strategies/activities



Work Plan-SMART Objectives

Things to keep in mind:

SMART means-Specific, Measurable, Achievable, Relevant, and Time Bound

 Specific site names or curricula do not need to be added



Work Plan-example

- Objective: By Sept 30, 2020, improve the availability, appeal, and promotion of healthy food items in 5 corner stores. Strat. 1
- Action step: Develop a plan with a storeowner to move healthy choices to the front of the store or near checkout.
- Indicator: Store Tracker of Opportunities in the Retail Environment (STORE) evaluation results

Work Plan - example

- Objectives: By September 30, 2018, increase the number of communities with more inviting environments for families and students to commute to/from school by 5%. Strat 8 or 12
- Action Step: Lead Kick-off meeting with potential SRTS committee members to discuss roles/ responsibilities and goals for the program.
- Indicator:
 - % of communities reached
 - Number of planning meetings with PA partners



Work Plan- example

Objectives should match the evaluation indicators

EX- By September 30, 2020, increase consumption of vegetables and fruit with participating SFSP participants by 5%.

Indicator of **SFSP Checklists** does not match the objective.



Project Narrative

Project Overview

Applicant Name: Click here to enter text.

Related State Objectives

Complete the table below by listing each program objective, from the project work plan, in the SMART format, and indicate which state goal it supports. Add additional rows as needed. Please keep objectives in the same order as listed in the project work plan.

State Goal #1: By September 30, 2020, increase the proportion of SNAP recipients and eligibles ages 2 years and older who meet dietary recommendations for fruit and vegetable consumption.

State Goal #2: By September 30, 2020, increase the proportion of SNAP recipients and eligibles ages 2 years and older who meet dietary recommendations for calcium by consuming low fat or fat free dairy.

State Goal #3: By September 30, 2020, increase the proportion of SNAP recipients and eligibles ages 2 years and older who consume half their grains as whole grains.

State Goal #4: By September 30, 2020, increase the proportion of SNAP recipients and eligible children who participate in cumulative intermittent physical activity for 60 minutes a day.

State Goal #5: By September 30, 2020, increase the proportion of SNAP recipients and eligible adults who engage regularly, preferably daily, in moderate or vigorous physical activity.

Objective	SG #1	SG #2	SG #3	SG #4	SG #5
1.					
2.					
3.					
4.					
5.					



Project Narrative cont.

Audience

Write a brief narrative describing the target audience for the proposed SNAP-Ed activities. This narrative should be specific to the target audience and target communities, not the general population of the state or county. Demographic data should be included in the narrative (e.g. age, gender, race/ethnicity, etc.). Examples of audience characteristics include but are not limited to: (a) family composition, (b) education, (c) income, (d) geographic location, (e) incidence or prevalence of nutrition health risks, (f) nutrition related behavioral and lifestyle characteristics. Include information about how the project will focus on the SNAP target audience.

Click here to enter text.

Food and Activity Environments

Describe how the project will reflect the audience's awareness and access to healthy foods and beverages, and places to be physically active.

Click here to enter the Food and Activity Environments.



Audience

- Target Audience vs. General Population
- Example Characteristics
 - Demographics
 - Family Composition
 - Incidence or prevalence of nutrition health risk
- Focus on SNAP Target Audience



Project Description

- Focus Area
- Include:
 - Strategies
 - Communities
 - Project Duration
 - Frequency/Number of Contacts
 - Projected Participants (reach)
 - Key Messages
- PSE & Direct



Evidence Base

Feasibility and Effectiveness

Citations in APA

No Curricula



Food & Activity Environments

Access to Healthy Foods

Access to Physical Activity



Coordination & Collaboration

- Description
- SNAP-Ed's Purpose/Role
- Duplication
 - MOA/MOU Recommended but not required- review AZ Health Zone P&P for more details

Include all contracts and other agreements



Budget

Agency Information

This worksheet will be used to enter information about each person who's time will be charged to the SNAP-Ed Program. Information entered in this worksheet will transfer to the personnel budget justification worksheet. Enter the position title, the number of staff, and provide a brief description of the planned activities related to SNAP-Ed.

This worksheet helps to estimate personnel costs necessary to implement a SNAP-Ed program. Applicants will enter basic wage and benefit information for each position title that was listed on the Agency Info sheet. **Note:** FTE's are based off of 2080 hours.

Enter the estimated number of hours each position will spend on management and/or direct duties as described in the current AZ Health Zone Policies and Procedures Manual (80/20 split), the hourly wage, and the fringe rate and/or fixed fringe amount. Total personnel costs will autocalculate.

Non-Funded Staff

This worksheet captures information for staff that contribute to SNAP-Ed programming without receiving SNAP-Ed dollars.

Enter the position title, number of staff, and estimated number of hours each position will spend on management and/or direct duties as described in the current AZ Health Zone Policies and Procedures Manual.

Budget Justification

This worksheet is used to estimate expenses other than personnel costs necessary to conduct SNAP-Ed activities. The budget is categorized into approved line items. Review Work Plans ensure all costs for activities are included in the budget.

Enter a detailed description of the types of services or goods in the Budget Description column and the method used to estimate the expense(s) in the Budget Calculation Details column for each line item. See the the AZ Health Zone Policies and Procedures Manual for details on allowable and unallowable costs.



Budget cont

Budget Categories include:

Personnel/Salary and Fringe Benefits will auto populate from the previous worksheets.

<u>Contracts/Grants/Agreements</u> - This section will include subcontracts as well as contracts for consultants, Registered Dietitians, etc. Subcontractor budgets should be submitted with the application.

Non-Capital Equipment/Supplies - This section will include office supplies, printing costs, postage, food demonstration supplies, garden supplies, equipment <\$5,000 (e.g. computers, printers, etc.), conference registration costs, etc.

<u>Materials</u> - This section will include curriculum, handouts, resources, etc. required to implement the program. Be sure materials listed in the materials section of the Project Narrative appear in the budget.

<u>Travel (In-State)</u> - This section includes travel costs between sites, travel to meetings/trainings, etc. Travel costs must align with the State of Arizona Travel Policies.

<u>Travel (Out-of-State)</u> - This section includes travel costs to out of state conferences or meetings. Include the name, date, and location of the conference and the name/position title/FTE of the attendee.

<u>Building Space</u> - This section includes any building space fees being budgeted for SNAP-Ed activities. Applicants must follow federal guidelines outlined in the OMB Circular if the building is owned or may use projected rent/use costs. Costs must be pro-rated as applicable.

<u>Maintenance (Utilities)</u> - This section includes utility costs such as telephones, electricity, gas, etc. If these costs are included in an Indirect Cost Allocation plan, they cannot be budgeted separately in this section. Costs must be pro-rated as applicable.

<u>Maintenance (Facilities)</u> - This section includes facility costs such as cleaning services. If these costs are included in an Indirect Cost Allocation plan, they cannot be budgeted separately in this section. Costs must be pro-rated as applicable.

<u>Equipment & Other Capital</u> - This section includes equipment with a unit cost of over \$5,000 and a life expectancy of one year or more.

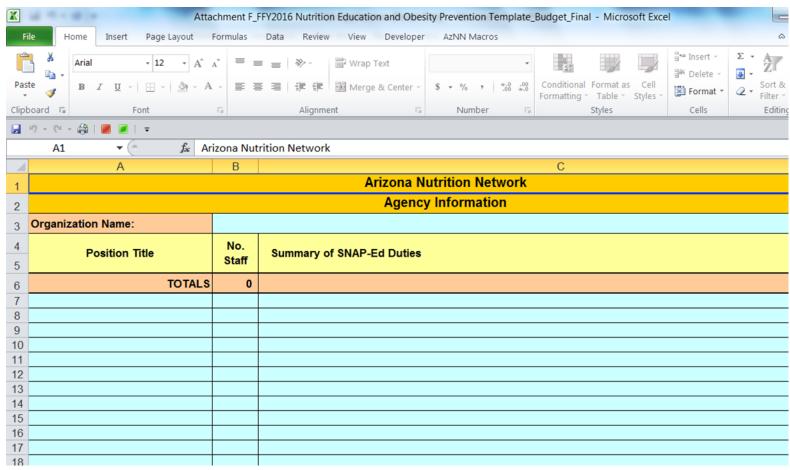
<u>Indirect</u> - This section includes indirect costs as outlined in the applying agency's Indirect Cost Allocation Plan. A copy of the agency's Indirect Cost Application Plan must be submitted with the application.

Prorating

Items that are not 100% for SNAP-Ed activities must be pro-rated to the percent it will be used for SNAP-Ed. **Note:** When an item is pro-rated show the full calculation used to pro-rate in the Budget Details column.

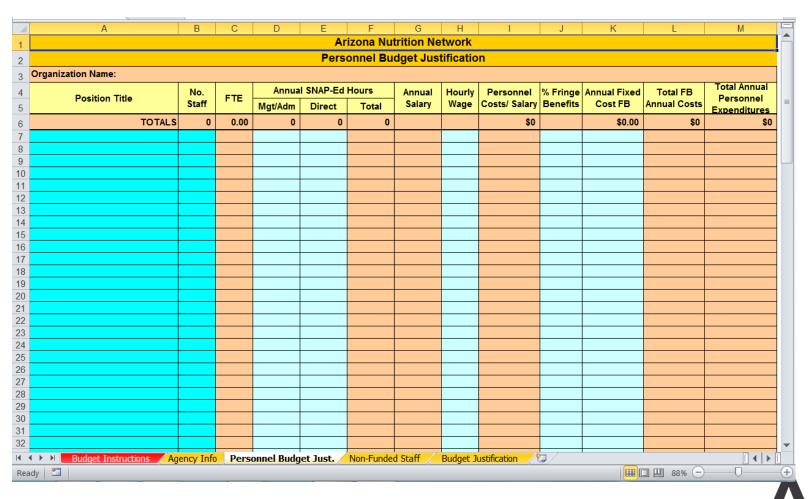


Budget – Agency Information

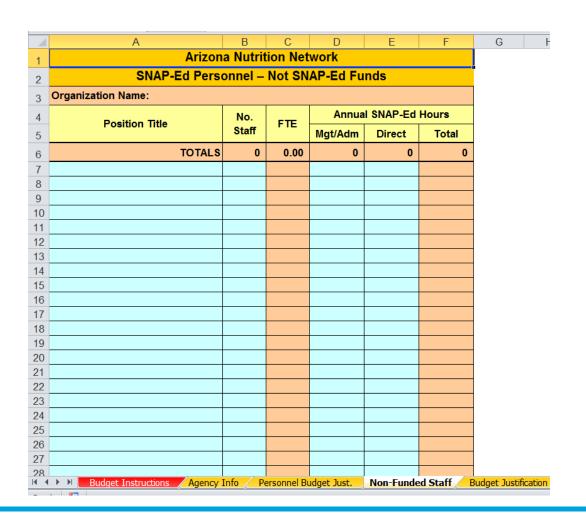




Budget -Personnel

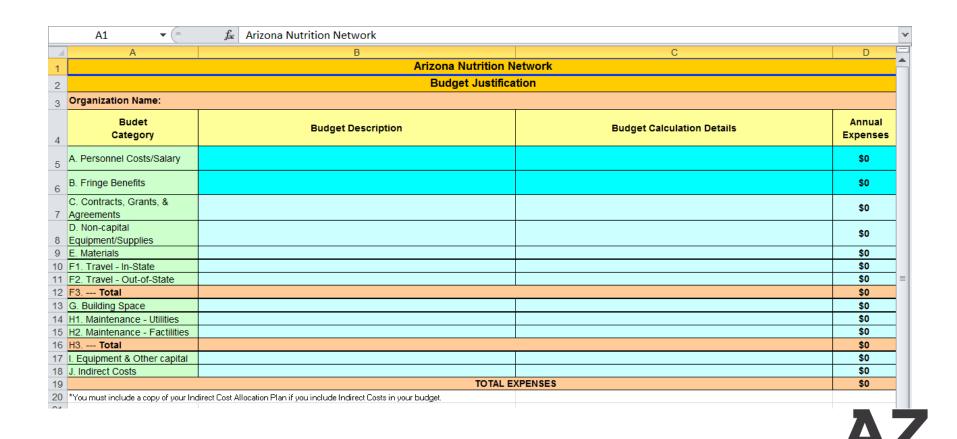


Budget- Non-Funded staff





Budget Justification



Budget details

 Ensure any general grouping of items (gardening supplies) also provides details on what items are included



Budget-Travel

https://gao.az.gov/publications/saam



Arizona Department of Administration ■ General Accounting Office

State of Arizona Accounting Manual

Topic 50 Travel Issued 02/26/18
Section 95 Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates

INTRODUCTION

This section SAAM establishes policies and procedures for travel-related matters that are infrequently encountered. All rates cited are for reimbursement of actual costs or mileage incurred while traveling on State business.

Mileage rates and lodging rates, under A.R.S. §§ 38-623 and 38-624, respectively, are established by the ADOA, reviewed by the JLBC, and published in SAAM by the GAO.

Effective dates of rates and other policy matters are shown in parentheses following section titles.

1. PERSONAL VEHICLE MILEAGE REIMBURSEMENT RATE. (11/15/06)

Forty-four and one-half cents (44.5¢) per mile.

2. PRIVATELY-OWNED AIRCRAFT MILEAGE REIMBURSEMENT RATE. (11/15/06)

Ninety-nine and one-half cents (99.5¢) per mile.

Rate is based upon the shortest air routes from origin to destination. Landing and parking fees are reimbursable except those incurred at the location the aircraft is normally based.

Use of a privately-owned aircraft for State business requires the prior approval of the



Subcontractors

- Include all subcontractor budgets
 - Must be secured through competitive bid process
 - must provide budget
 - costs should be allocated on the "Contracts" line of the budget- don't break them down



Site Listing

Full site listing request is <u>NOT</u> required

Approved sites will remain in effect through FFY2020.

LIAs will continue to work with agencies in the same county to resolve any duplication issues



Signed Assurances

AZ-Health-Zone-SNAP-Ed-Local-Implementing-Agency-Assurances¶

Ħ	Д	Yes¤	Nop	ŭ
1.1	The State-SNAP agency is accountable for the content of the State-SNAP-Ed-Plan and	Ħ	Ħ	þ
	provides oversight to any sub-grantees The State SNAP agency is fiscally responsible for			
	nutrition education activities funded with SNAP funds and is-liable for repayment of			
	unallowable costs.¤			
2.¤	Efforts-have-been-made-to-target-SNAP-Ed-to-the-SNAP-Ed-target-population.x	Ħ	Ħ	¤
3.¤	$Only expanded or additional coverage of those activities funded under the {\it Expanded Food-policy} and {\it Expanded Food-policy}. The {\it Expanded Food-policy} are the {\it Expanded Food-policy} and {\it Expanded Food-policy} are the {\it Expanded Food-policy} and {\it Expanded Food-policy}. The {\it Expanded Food-policy} are the {\it Expan$	Ä	Ä	¤
	$and \cdot Nutrition \cdot Education \cdot Program \cdot (EFNEP) \cdot are \cdot claimed \cdot under \cdot the \cdot SNAP \cdot Ed \cdot grant \cdot - Approved \cdot$			l
	activities are those designed to expand the State's current EFNEP coverage in order to			l
	serve additional SNAP-Ed individuals or to provide additional education services to EFNEP			l
	clients who are eligible for the SNAP. Activities funded under the EFNEP grant are not-			l
	included in the budget for SNAP-Ed.¤			
4.¤	Documentation of payments for approved SNAP-Ed activities is maintained by the State	Ħ	Ħ	¤
	and-will-be-available-for-USDA-review-and-audit.¤			
5.¤	Contracts are procured through competitive bid procedures governed by State-	Ħ	Ħ	¤
	procurement-regulations.¤			
6.¤	Program-activities are conducted in compliance with all applicable Federal laws, rules,	Ħ	Ħ	¤
	regulations-including-Civil-Rights-and-OMB-circulars-governing-cost-issues.¤			
7.¤	Program-activities-do-not-supplant-existing-nutrition-education-programs, and where-	Ħ	Ħ	¤
	operating-in-conjunction-with-existing-programs, enhance-and-supplement-them.¤			
8.8	Program-activities-are-reasonable-and-necessary-to-accomplish-SNAP-Ed-objectives-and-	ğ	Ħ	¤
٠.٨	goals.¤			
9.8	All-materials developed or printed with SNAP-Education funds include the appropriate	¤	Ħ	¤
J.K	USDA non-discrimination statement and credit SNAP as a funding source.			
10.¤	Messages of nutrition education and obesity prevention are consistent with the Dietary	Ħ	Ħ	Ħ
-5.7	Guidelines for Americans. x			

 $I-have reviewed the Assurances disted above and verify that my organization will-adhere to these Assurances when providing Supplemental Nutrition Assistance Program Nutrition Education services in FFY2019-2020 \P$

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	Signature of Authorized Organization Representative	¤ Date¤	ı ı
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	Signature of Program Representative X	¤ Date¤	Ħ
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	9		



Resources

- Needs Assessment-released with application templates
- Website-Focus area resources & curriculum
 - https://www.eatwellbewell.org/collaborators/resources/food-systems
- FAQs: Activities & Descriptions
 - https://www.eatwellbewell.org/collaborators/admin/policies-and-procedures
- SMART Objectives:
 - http://www.health.state.mn.us/divs/opi/qi/toolbox/objectives.html
- Past SARNS
- Community profiles
- Year 1 &2 evaluation results
- State Evaluation team



Application time-line

- All FY19 application template documents emailed to LIA's on Friday April 27, 2018
- Completed LIA applications are due to SIT by Friday June 8, 2018 (Email the application and all documents to <u>AzHealthZone@azdhs.gov</u>)
- SIT will respond to LIAs by June 29, 2018 with any edits or questions
- Revised LIA application & docs due to SIT no later than Friday July, 13, 2018