

FY15 AzNN Application Q/A

1. **Question:** (Agreements, pg 12) Based on the instructions (pg12) I feel that we can maintain the agreements in-house but ADHS is not requesting they be attached to the Amendment at this time. Is this correct?

Answer: At this time Contractor agreements (i.e. MOAs) must be available if requested but are not required to be submitted with the application amendment.

2. **Question:** (Work plan) Since Goal 7 (Breastfeeding) is a new AzNN goal, would ADHS be willing to provide specific technical assistance/training in breastfeeding as a PHA?

Answer: Yes, ADHS has an internal breastfeeding team which will be available to provide training opportunities and specialized technical assistance

3. **Question:** (Work plan) If the timeline for short term outcome indicators on the evaluation framework is 1-3 years, will contractors be punished for not meeting all their prospectively selected indicators by the end of FY 15?

Answer: The work plans are not designed to be punitive. They will always be a work in progress. If a contractor is "not performing" than additional technical assistance will be provided by ADHS to help the contractor be successful.

4. **Question:** (Work plan) In many rural communities, the density is so low that high and low income populations in a given county use the same facilities, such as hospitals. Would ADHS consider providing flexibility in site qualifications for rural communities, for example, where population density is below a certain level.

Answer: Contractors may submit justifications with alternate means of qualifying sites for USDA consideration. At this time AzNN cannot provide examples of accepted alternate means. Additionally, prorating programmatic costs is always an option.

5. **Question:** (Work plan) Strategy 1.14: "Collaborating with hospitals to support breastfeeding policies consistent with Az Baby Steps/BFHI." Can this activity be applied to other medical care settings such as pediatrician's offices if a hospital is not present in the county or not an allowable site?

Answer: This could be extended to any facility where babies are delivered but not to general medical settings. The initiative is focused around the birth setting and encouraging a breastfeeding friendly facility to encourage breastfeeding from the very beginning. The AZ Perinatal trust has a list of APT certified facilities, but there may be other facilities that might qualify. Link: https://www.azperinatal.org/Certified_Hospitals.html

6. **Question:** (Work plan) Plate waste studies are extremely expensive - would this be considered a necessary and reasonable SNAP Ed expense when less costly methods (such as student observations in cafeterias) are available? (This question was brought to the AzNN evaluation committee but not addressed.)

Answer: Plate waste studies would be considered an allowable cost with the SNAP-Ed program. Contractors will have the ability to submit a justification with their application requesting additional indicators be added (i.e. student observations) or existing indicators be removed.

7. **Question:** (Work plan) Strategy 2.18: "Improve student, teacher, and staff access to nutrition information through menu labeling and classroom curriculum to improve student understanding of nutrition information." Can the short term outcome indicator be modified to acknowledge that most curriculum policy change occurs at the state level by ADE, but that schools and districts can be encouraged by system and environment efforts to provide and train on appropriate curriculum, in concert with school leadership/SHAC support? (this question was brought to the AzNN evaluation committee but not addressed.)

Answer: We hope to impact local policy through this strategy, not state policy. The process indicators are designed to capture capacity building and the short term indicators are designed to capture any changes seen at the local level. After we get a year of data on this activity, if we see that it is not feasible to affect local school policies that school leadership has control over, then we will need to look at the activity itself and change measures from there.

8. **Question:** (Work plan) Strategy 3.06: Use Point of decision prompts to encourage use of stairs." Can this be expanded to include all physical activity, especially for those sites that do not have stairs?

Answer: Yes. Point of decision prompts are to encourage physical activity... stairs are an example.

9. **Question:** (Funding) If the total amount of money allocated for a county was not originally awarded, can the counties apply for more money now?

Answer: All current contractors were allocated level funding for FY15. There are no additional funds at this time.

10. **Question:** (Amendment process) Do we need to sign Scope of Work/Contact Information sheets again?

Answer: All sections of the application must be completed. Signatures will be required for the Assurances Statements (peach tab in your workbooks) and the contract amendment through procurement.

11. **Question:** Regarding the pink sections on the Work Plan indicating where Pre/Post surveys are needed, will we be provided these eval tools and the technical assistance to summarize them, or is this something we need to come up with ourselves?

Answer: Tools will be provided before the start of FY15 and TA will be provided in using the tools when it's needed. For FY15 Data entry and analysis will be completed by ADHS. Depending on the strategies selected by contractors, this may be handled in various ways (i.e. scan tron, temps, etc.).

12. **Question:** (Work plan) Can ADHS please provide training prior to FY 15 in how to implement SOPARC/SOPLAY?

Answer: If multiple partners express interest, a statewide training can be coordinated. Protocols and past training materials are available on the activelivingresearch.org website.

13. **Question:** Since High Schools are once again part of the School setting, would working in this setting to develop and train a youth group or coalition, such as a SWAT for instance, an acceptable strategy as a PHA?

Answer: Yes, a SWAT team could be utilized to implement many of the strategies listed under the Learn domain.

14. **Question:** Will ADHS give partners specific guidance on how to approach the public health approaches that deal with retail-branding (restaurants, point of purchase prompts, vending, etc.) without violating P&P unallowable “any material that endorses or promotes brand name products or retail stores”.

Question: (Work plan) Strategy 3.04: "Promote availability of healthy restaurants and food vendors at/or near worksites." What is AzNN's guidance as SNAP Ed contractors are prohibited from using name brands?

Answer: The strategies related to increasing availability of healthy foods is really about working with the retailers themselves and not working with participants to choose the healthier retailers (i.e. promoting shopping at a specific store or eating at a specific restaurant).

15. **Question:** Will ADHS give us specific guidance on how to promote public health approaches without being seen as organized efforts to influence elected officials and lobbying for legislative /policy changes which is unallowable. I think it is doable but there is a lot of grey area and I don't think all partners are well trained and could make costly mistakes.

Answer: Training was provided at the July Contractor's meeting. You may find it on the website under meetings:

http://www.eatwellbewell.org/uploads/media/documents/publichealthapproaches_advocacyguidelines_leila-barraza.pdf Additional training will be made available.

16. **Question:** Under the Non-funded Personnel tab on the application – should we include staff from other agencies who will be teaching Nutrition Education as part of this grant e.g. school teachers who are submitting log sheets to us? This was formerly counted as local match. Or do we only include our own agency's staff who are related to the SNAP-Ed activities, but not funded by the grant?

Answer: At this time you will only report your own agency's staff who contribute to the SNAP-Ed grant. Staff previously reported as “local share” (i.e. teachers) are not captured in the application.

17. **Question:** Although I could have missed it, I did not see instructions re: pro-rating sites that don't quite meet the 50% participation rate. Presumably you will cover that again at the I-Linc

training. For example, say we have a school site who is at 45% free/reduced lunch participation, presumably we can still offer services as long as at least 55% of those services are funded by sources other than the SNAP-ed grant and we can show where the additional funds are coming from. Where do we list that site on the application? Where do we show the other funding? etc.
Answer: Put in the % they plan to prorate then in the Low Income Doc field note “see attached justification doc.” If you have multiple justifications please note the line number from the application excel document as well as the site name.

Reporting PHA Activities

18. **Question:** How will we be reporting our PHA work?

Question: (Work plan) How will public health approaches be reported? Will there be a separate report from EARS? Will it be submitted monthly, quarterly, or annually?

Answer: Beginning in FY15 the quarterly report process will be slightly revised to better include documentation of PHAs. This will be covered during the P&P Training.

Worksite Wellness

19. **Question:** Will ADHS give us direction on worksite wellness and working with non-SNAP-ed worksites (pro-rating services and cost-sharing). Clarification is needed from what guidance was given by the previous AZNN manager.

Question: (Work plan) How will worksite wellness sites be qualified for UANN participation?

Question: (Work plan) For FY 15, will county health departments be able to count their county wide worksite wellness initiatives as allowable for Arizona Nutrition Network, even if they don't serve a 100% SNAP eligible population (example, worksite wellness for the public works department).

Question: (Work plan) Need clarification on how we are only able to go to worksites where employees are SNAP eligible

Answer: Worksite wellness is allowable only for qualified sites (approved with a waiver). This may include county health departments if they meet the eligibility criteria. When qualifying a site for worksite wellness activities, we must qualify the employees. Examples of acceptable documentation include: a letter from the employer confirming more than 50% of their employees receive wages at or below 185% FPL. Exception: Pro-rating costs with other funding sources with documentation showing less than 50% would be eligible (waiver, detailed justification, ADHS and USDA approval required).

Materials

20. **Question:** (Materials) Previously we have been given the directive that we can add curriculum and resources during the grant year (currently waiting for some to be approved). Will those not be allowed in FFY15 if they are not on this list?

Question: (Materials) We've asked to add the Eating Smart curriculum to our approved list-it's already a federally approved curriculum-if/when the state adds it can we go in and change our curriculum/materials list, or is this strictly based off of what's approved right now?

Answer: WRO clarified that any and all materials that wish to be added to our list AFTER the amendment process must be approved by USDA. This includes individual curricula and materials that are available on already approved resources (or link to the parent link of this resource) included on our SNAP-Ed Approved Curricula and Resource lists. Moving forward, partners will have the opportunity to request resources to be added to our SNAP-Ed Approved

lists twice a year (after the application process in January). These additional requests will then be shared with USDA for approval. Further details on this will be shared with the Nutrition Material Subcommittee.

21. **Question:** (Materials) What materials will AzNN provide in FY 15 to support PHAs (example: farmer's market with SNAP promotion poster templates, healthy food vendor brochure templates).

Answer: Currently our social marketing efforts to create new materials to support PHA work is on hold due to limited funding. We will notify all of our partners of any changes regarding the creation of AzNN materials once we have determined there is funding available for this. The state budget for FY 15 is not complete. We will share the state budget as soon as it is completed.

22. **Question:** (Materials) Cooking Matters Toolkit for the community is listed as approved does this include shopping matters curriculum and the grant funded cooking matters 6-week series curriculum?

Answer: Cooking Matters Toolkit for the community is an approved source. The shopping matters curriculum and the grant funded cooking matters 6-week series curriculum must be individually added in the materials section of the current application.

23. **Question:** (Materials) Step 1 states if not currently using material Stop and move to the next materials. But what if you want to use in FFY15 but currently not using in FFY14?

Answer: Do state "Yes" for currently using on the application if your agency plans to use the resource in FY 15 (even if not being used in FY 14). Any materials your agency prefers to use from the SNAP-Ed Approved lists should be added to the current application.

24. **Question:** (Materials) Previously any subsidiary of an approved parent link was approved by default (ADHS state meeting last grant year). Is that still the case, we just need to find the information.

Answer: Any materials agencies want to use from the resources included on the SNAP-Ed Approved lists should be added to the current application. WRO clarified that any and all materials that wish to be added to our list AFTER the amendment process must be approved by USDA . This includes individual curricula and materials that are available on already approved resources (or link to the parent link of this resource) included on our SNAP-Ed Approved Curricula and Resource lists. Moving forward, partners will have the opportunity to request resources to be added to our SNAP-Ed Approved lists twice a year (after the application process in January). These additional requests will then be shared with USDA for approval. Further details on this will be shared with the Nutrition Material Subcommittee.

PHA/Work Plan Strategies

25. **Question:** (Work plan) In the Learn setting, strategy 2.01 is to provide parent education through the ECE setting. Can the word “parent” be understood to include caretakers or other family members who are involved with caring for or raising the participants in ECE settings?
Answer: Yes, “parent” can be extended to all care takers.

Questions asked at the training

26. **Question:** What materials will be available for PHAs?
Answer: Pending approval/coordination/direction from USDA. Info will be shared when available.
27. **Question:** If I want to use materials/resources from b through ae that cost money, I need to list them separately under each of those headings – but if they are free I don’t need to, correct?
Answer: We must list all materials, those that have a cost and those that don’t.
28. **Question:** Parent links – Do we have to list all materials found in a parent link?
Answer: Yes, we can no longer offer blanket approval for parent links. Contractors must submit all materials from the parent link for approval.

Work plan

29. **Question:** There is a mismatch between goal 4 and 5 between the first overview tab and the four setting type tabs (child/adult physical activity). Is this purposeful or an oversight? Will this be corrected by the time we need to report goal 4 and 5 during FY15?
Answer: Goal 4 is supposed to be youth and goal 5 is adults. Follow the numbers outlined in the work plan and not the work plan summary page.
30. **Question:** In the Live setting for intended reach, the term “number of communities” is mentioned (example, strategy 1.08). How is a community defined in this context? Is a community considered a DES office?
Answer: Partners will be able to define “community” as needed but typically would not include a single site.
31. **Question:** What about counties where the only hospital may not qualify because all residents in the county receive services in that one hospital? Is there a waiver process to address this?
Answer: ADHS and USDA are willing to review alternative means for qualifying sites. You will need to submit a justification for review and approval.
32. **Question:** Would we also have the option to complete this (work plan justification) during the year if a particular situation or tool arises?
Answer: Yes, we will consider it. It must be submitted for approval to ADHS and possibly to USDA which may require an amendment.
33. **Question:** How will EARS data and PHA data be integrated in reporting in FY15?
Answer: EARS reporting will remain the same... a new quarterly report will be available to better capture PHAs
34. **Question:** Why is it when prorating sites, we have to go down to the 125% FPL? If a site is 49% at 185% FPL why couldn’t SNAP-Ed pay for 98% of the costs?
Answer: We need clarification from USDA... this will be addressed during Andy’s visit the week of 3/10
35. **Question:** What is the difference between “leveraging funds” and “collaborating”?
Answer: Leveraging funds means utilizing multiple funding sources to accomplish a common goal. For example, AzNN and WIC sharing the costs of a breastfeeding campaign to expand the scope for a similar audience. Collaboration could happen in many ways including; sharing responsibilities, resources, knowledge/ideas, etc. Collaborating does not have to include an exchange of funds.