

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

- 📍 Direct Ed still a separate strategy- you will document as strategy 16 in the work plan but should be associated with other PSE strategies.
- 📍 DE 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 whose 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 auto-calculate.

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 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.

Contracts/Grants/Agreements - 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.

Materials - 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.

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

Travel (Out-of-State) - 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.

Building Space - 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.

Maintenance (Utilities) - 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.

Maintenance (Facilities) - 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.

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

Indirect - 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

Attachment F_FFY2016 Nutrition Education and Obesity Prevention Template_Budget_Final - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer AzNN Macros

Paste Font Alignment Number Styles Cells Editing

A1 Arizona Nutrition Network

	A	B	C
1	Arizona Nutrition Network		
2	Agency Information		
3	Organization Name:		
4	Position Title	No. Staff	Summary of SNAP-Ed Duties
5			
6	TOTALS	0	
7			
8			
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Budget – Personnel

Arizona Nutrition Network												
Personnel Budget Justification												
Organization Name:												
Position Title	No. Staff	FTE	Annual SNAP-Ed Hours			Annual Salary	Hourly Wage	Personnel Costs/ Salary	% Fringe Benefits	Annual Fixed Cost FB	Total FB Annual Costs	Total Annual Personnel Expenditures
			Mgt/Adm	Direct	Total							
TOTALS	0	0.00	0	0	0			\$0		\$0.00	\$0	\$0



Budget- Non-Funded staff

	A	B	C	D	E	F	G	H
1	Arizona Nutrition Network							
2	SNAP-Ed Personnel – Not SNAP-Ed Funds							
3	Organization Name:							
4	Position Title	No. Staff	FTE	Annual SNAP-Ed Hours				
5				Mgt/Adm	Direct	Total		
6	TOTALS	0	0.00	0	0	0		
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Budget Justification

A1 Arizona Nutrition Network			
A	B	C	D
1 Arizona Nutrition Network			
2 Budget Justification			
3 Organization Name:			
Budget Category	Budget Description	Budget Calculation Details	Annual Expenses
5 A. Personnel Costs/Salary			\$0
6 B. Fringe Benefits			\$0
7 C. Contracts, Grants, & Agreements			\$0
8 D. Non-capital Equipment/Supplies			\$0
9 E. Materials			\$0
10 F1. Travel - In-State			\$0
11 F2. Travel - Out-of-State			\$0
12 F3. --- Total			\$0
13 G. Building Space			\$0
14 H1. Maintenance - Utilities			\$0
15 H2. Maintenance - Facilities			\$0
16 H3. --- Total			\$0
17 I. Equipment & Other capital			\$0
18 J. Indirect Costs			\$0
19 TOTAL EXPENSES			\$0
20 *You must include a copy of your Indirect Cost Allocation Plan if you include Indirect Costs in your budget.			

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 Page 1 of 29
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 NOT 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

		Yes	No
1.	The State SNAP agency is accountable for the content of the State SNAP-Ed Plan and 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.		
3.	Only expanded or additional coverage of those activities funded under the Expanded Food and Nutrition Education Program (EFNEP) are claimed under the SNAP-Ed grant. Approved activities are those designed to expand the State's current EFNEP coverage in order to serve additional SNAP-Ed individuals or to provide additional education services to EFNEP clients who are eligible for the SNAP. Activities funded under the EFNEP grant are not included in the budget for SNAP-Ed.		
4.	Documentation of payments for approved SNAP-Ed activities is maintained by the State and will be available for USDA review and audit.		
5.	Contracts are procured through competitive bid procedures governed by State procurement regulations.		
6.	Program activities are conducted in compliance with all applicable Federal laws, rules, regulations including Civil Rights and OMB circulars governing cost issues.		
7.	Program activities do not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them.		
8.	Program activities are reasonable and necessary to accomplish SNAP-Ed objectives and goals.		
9.	All materials developed or printed with SNAP Education funds include the appropriate USDA non-discrimination statement and credit SNAP as a funding source.		
10.	Messages of nutrition education and obesity prevention are consistent with the Dietary Guidelines for Americans.		

¶

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

+

_____	_____	_____
Signature of Authorized Organization Representative	Date	
_____	_____	_____
Signature of Program Representative	Date	
_____	_____	_____

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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
 - 📍 <https://nutritioneval.arizona.edu/about-us>
-

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 AzHealthZone@azdhs.gov)
- 📍 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**