

PennState

FY 2018 Request for Partners
 Pennsylvania Nutrition Education TRACKS

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Home

Pennsylvania (PA) Supplemental Nutrition Assistance Program Education (SNAP-Ed) is administered by the PA Department of Human Services (DHS) through a Management Entity at Penn State. PA SNAP-Ed is funded by USDA's Food and Nutrition Service (FNS) and operates according to [FNS SNAP-Ed Guidance](#). The PA SNAP-Ed program is currently called PA Nutrition Education Tracks (TRACKS).

FY 2018 Request for Partners (RFP)

PA DHS and the Penn State Management Entity invite agencies serving low-income individuals and families to submit application for FY 2018 (10/1/2017- 9/30/2018) funding to provide evidence-based nutrition education and policy, systems and environmental change interventions that align with TRACKS projects.

Click on the following links to learn more about the FY 2018 RFP and PA SNAP-Ed.

- [FY 2018 RFP Information & Instructions](#)
- [FY 2018 RFP Statewide Needs Assessment](#)

pennsylvania
 DEPARTMENT OF HUMAN SERVICES
 PENNSYLVANIA
 NUTRITION EDUCATION TRACKS
It's not just healthy eating for the whole community

Background

National SNAP-Ed Resources

- FNS SNAP-Ed Plan Guidance
- SNAP-Ed Strategies & Interventions Toolkit
- SNAP-Ed Evaluation Framework & Interpretive Guide
- Best Practices in Nutrition Education

To improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current 2015-2020 Dietary Guidelines for Americans and the USDA food guidance.

Rural Pennsylvania Counties

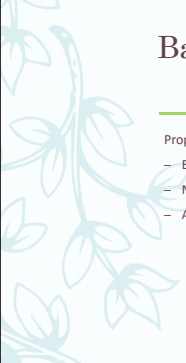
Source: U.S. Census Bureau, 2010 Census

■ Urban ■ Rural

http://www.rural.palegislatre.us/demographics_rural_urban_counties.html

Background

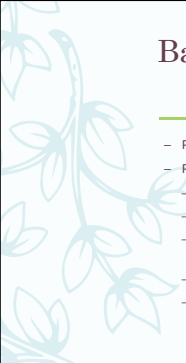
Pennsylvania DHS encourages that SNAP-Ed reach as many eligible SNAP participants as possible across all 67 counties in the state in both rural and urban locations.



Background

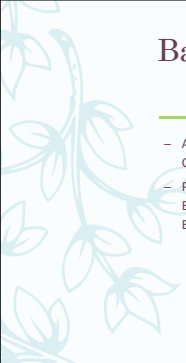
Proposal acceptance is predicated on three requirements:

- Eligible target audience
- Nature of the proposed Statement of Work, and
- Availability of USDA funds.



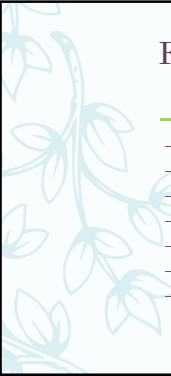
Background

- PA SNAP-Ed Projects: Adult/Senior, School-Age, & Preschool Tracks
- PA SNAP-Ed Goals include:
 - Implement evidence-based nutrition education and PSE approaches.
 - Expand evidence-based work with priority community partners.
 - Develop partnerships with agencies providing related public health services to support coordination of efforts.
 - Expand reach to under-served geographic regions and audiences.
 - Assess program effectiveness using appropriate measures and indicators.




Background

- All SNAP-Ed funding is subject to the availability of funds from the Federal Government.
- Pennsylvania is allocated a specific amount of funds from the SNAP-Ed Nutrition Education and Obesity Prevention Grant Program; state expenditures for SNAP-Ed cannot exceed the allocation.



FY 2018 RFP Timeline


- 1/17/17: Intent to Apply Due
- 1/26/17: Screencast Available on RFP Website
- 2/28/17: Proposals Due
- 3/30/17 – 4/13/17: Proposal Conferences
- Proposal Revisions Due within one week of Proposal Conference
- May 2017: Assemble Plan
- 9/30/17: Signed MOU, LOA Due



FY 2018 RFP Timeline

- Each applicant is assigned a TRACKS accountant and nutritionist. These individuals are your point of contact at the ME throughout the proposal process.
- All questions should be written in email and sent to the applicant's assigned TRACKS accountant and/or nutritionist.

Name	Email Address
Don Neidig TRACKS Accountant	dfn3@psu.edu
Joan Stover TRACKS Accountant	jys11@psu.edu
Sandy Smithmyer TRACKS Nutritionist	sls35@psu.edu
Sharon Smith, RDN TRACKS Nutritionist	srs38@psu.edu



Proposal Forms & Instructions

RFP Website, Application Materials
<https://sites.psu.edu/fy18pasnapedrpf/>

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Application Materials

Application Materials

Proposal documents must be uploaded and checked in to the [TRACKS Partner Portal](#) (Portal) no later than Tuesday, February 28, 2017. Portal instructions will be provided to new users prior to the proposal submission deadline.

General

Review the FY 2018 RFP Information & Instructions before preparing proposal documents.

Intent to Apply Form	Form
Applicant Information & Assurances Form	Form
Partner Project Director Responsibilities Form	Form
Proposal Preparation Checklist	Form

GETTING STARTED
[Home](#)
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[Training](#)

IMPORTANT DATES & DEADLINES

1/17: Intent to Apply

1/26: RFP Online Orientation Available

[See all events >](#)

CALENDAR

January 2017

M	T	W	T	F	S	S
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Get Audience & Partnerships

STARtracks is a technical and administrative reporting system used for TRACKS data collection and reporting. Returning Partners must create their Program Delivery Sites (PDS) Report in STARtracks. Additionally, two sections of the MOU form are generated from STARtracks. The ME will provide a PDS Form in Excel format to New Applicants, as well as, additional instruction for completing PDS and MOU forms.

[Form](#)
[Instructions](#)

Program Delivery Sites

Memorandum of Understanding

Letter of Agreement

- 2009-2013 SNAP-Ed Qualifying Census Tracts

[Form](#)
[Instructions](#)

Statement of Work

Refer to Statement of Work instructions, Education Materials lists and the Statewide Needs Assessment to guide intervention planning and completion of the Statement of Work form.

Statement of Work

Emerging Intervention Statement of Work

- PA SNAP-Ed Statewide Needs Assessment
- Adult/Senior Track Education Materials
- School-Age Track Education Materials
- Preschool Track Education Materials
- Approved Children's Storybooks List

[Form](#)
[Instructions](#)

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Application Materials

General

Applicant Information & Assurances

- Indicate the applicant's adherence to each point listed with a signature of the person legally authorized to bind the submitting organization.
- Both pages of this form require original signatures.

Partner Project Director Responsibilities

- This form requires the original signature of the person designated as the Partner Project Director for the applicant's proposal.

General

Attn: Chris Brennan, MPA, Project Director
 Pennsylvania Nutrition Education Tracks
 135 E. Nittany Ave.; Suite 405
 State College, PA
 16801

Target Audience & Partnerships

[Home](#) [Application Materials](#)

Program Delivery Sites Report

- Master Location
 - Location Name
 - County, Street Address, City, Zip
- Audience(s)
 - Waiver Type, Eligibility Details
 - Intervention Setting

Waiver Type	Intervention Settings
CACFP Data	Preschools
Census Data	Community Centers, Libraries, Farmers' Markets, Gardens
SNAP Redemption	Food Stores
Income Data on File	Health Care Sites
School Lunch Data	Schools, Preschools, Afterschool Program Sites
SNAP eligibility	Shelters & Temporary Housing Sites, Adult Education & Job Training


Domain	Intervention Settings
Eat	Restaurants, Senior Centers, Soup Kitchens, Summer Meals Sites
Learn	Afterschool Program Sites, Child Care Centers & Daycare Homes, Extension Offices, Family Resource Centers, Head Start Sites, Libraries, Preschools, Schools, Web-based, WIC Clinics
Live	Faith-based Centers, Health Care Sites, Individual Homes, Public Housing Sites, Residential Treatment Centers, Shelters & Temporary Housing Sites
Play	Community Centers, County Fairgrounds, Gardens – Community/School, Parks & Open Spaces, Recreation Centers
Shop	Farmers Markets, Food Pantries & Food Assistance Sites, Food Stores-Large (4+ registers), Food Stores-Small (3 registers or less)
Work	Adult Education & Job Training, SNAP Offices, Worksites-Low Wage Workers

Domains

An audience's domain is automatically filled when an intervention setting is selected.

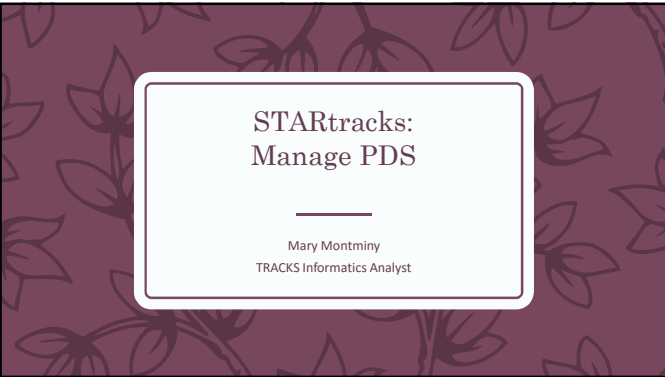
Acceptable SNAP-Ed eligibility criteria are based on the intervention setting selected.

Contact your assigned Nutritionist with questions re: site eligibility.




Target Audience & Partnerships

- STARtracks is a technical and administrative reporting system used for TRACKS data collection and reporting.
- STARtracks is designed to collect required data for EARS Reporting.
- Returning applicants complete their Program Delivery Sites Report and manage MOU in STARtracks.
- The ME will provide forms for new applicants to prepare their Program Delivery Sites Report (Excel) and MOU (Word Template).



STARtracks: Manage PDS

Mary Montminy
TRACKS Informatics Analyst



Target Audience & Partnerships


[Home](#) [Application Materials](#)

Memoranda of Understanding

- Sites where SNAP-Ed programming is delivered must be covered by Memoranda of Understanding (MOU) between the applicant and the agency or organization that owns or operates the site.

- Purpose & Scope
- SNAP-Ed Locations
- Background
- Responsibilities Under This MOU
- Terms of Agreement
- Funding
- Confidentiality
- Other Terms & Conditions
- Effective Date & Signature

[illegible][illegible]



Programming & Evaluation

[Home](#) [Application Materials](#)

Standard Statement of Work

- Applicants may propose participation in one or more of the target audience Tracks: Adult/Senior, School-Age, and Preschool.
- Each applicant will complete one Standard Statement of Work form.

Emerging Interventions

- Applicants may propose emerging interventions or special projects by completing the Emerging Interventions Statement of Work form.

[illegible]

Table 1. Curricula by Grade Ranges				
Elementary K-2	Elementary 3-5	Middle 6-8	High 9-12	
4 th Grade Core				
Balance My Day*	Balance My Day*	ATOAH	ATOAH	
BASICs-Now*	BASICs-Now*			
CATCH*	CA Power Play*	CATCH*		
CATCH Kids Club**	CATCH Kids Club**	CATCH*	CATCH Kids Club**	
		CS (LIFE)		
Cooking with Kids*	Cooking with Kids*	Cooking with Kids**		
CM for Chefs & Kids	CM for Chefs & Kids	CM for Chefs & Kids	CM for Chefs & Kids	
ERN-SOP	ERN-SOP			
ERN-Einstein*	ERN-Einstein*	ERN-Drows*	ERN-Drows*	
Growing Healthy Habits	Growing Healthy Habits	Growing Food		
		Media Smart Youth*		
		NEEDs for Bones		
Power Panther Pals*	Nutrition to Grow On	Nutrition to Grow On		
Sesame St. Thoughts*	Power Panther Pals*			
Show Me Nutrition*	Show Me Nutrition*	Show Me Nutrition*	SuperTracker Lessons	
	TN: Dig In**	TN: Dig In**		
	TN: Garden Detective			
TN: Serving Up MyPlate*	TN: Serving Up MyPlate*	TN: Nutrition Voyage		
TN: Discover MyPlate*	TN: Discover MyPlate*	TN: Serving Up MyPlate*		
Heat Club**	Heat Club**			

*Includes Caregiver Materials; Also Listed on Adult/Senior Track Curricula or Supporting Materials
**Designed for After-school or Summer Programs

Education Materials

School-Age Track Curricula

Education Materials

School-Age Track Curricula

Adult/Senior Track										
Domains	DIRECT EDUCATION ONLY				PSE ONLY		ALL INTERVENTION TYPES			
	Strategies	Estimated Participants	Estimated Contacts	Indirect Channels	Needs Assessment	Curricula	Supporting Materials (Yes/No)	Statewide Evaluation	Estimated Food Contacts	
EAT										
LEARN										
LIVE										
PLAY										
SHOP										
WORK										

School-Age Track										
Domains	DIRECT EDUCATION ONLY				PSE ONLY		ALL INTERVENTION TYPES			
	Strategies	Estimated Participants	Estimated Contacts	Indirect Channels	Needs Assessment	Curricula	Supporting Materials (Yes/No)	Statewide Evaluation	Estimated Food Contacts	
EAT										
LEARN										
LIVE										
PLAY										
SHOP										
WORK										

Preschool Track										
Domains	DIRECT EDUCATION ONLY				PSE ONLY		ALL INTERVENTION TYPES			
	Strategies	Estimated Participants	Estimated Contacts	Indirect Channels	Needs Assessment	Curricula	Supporting Materials (Yes/No)	Statewide Evaluation	Estimated Food Contacts	
EAT										
LEARN										
LIVE										
PLAY										
SHOP										
WORK										

Domain	Intervention Settings
Eat	Restaurants, Senior Centers, Soup Kitchens, Summer Meals Sites
Learn	After-school Program Sites, Child Care Centers & Daycare Homes, Extension Offices, Family Resource Centers, Head Start Sites, Libraries, Preschools, Schools, Web-based, WIC Clinics
Live	Faith-based Centers, Health Care Sites, Individual Homes, Public Housing Sites, Residential Treatment Centers, Shelters & Temporary Housing Sites
Play	Community Centers, County Fairgrounds, Gardens – Community/School, Parks & Open Spaces, Recreation Centers
Shop	Farmers Markets, Food Pantries & Food Assistance Sites, Food Stores-Large (4+ registers), Food Stores Small (3 registers or less)
Work	Adult Education & Job Training, SNAP Offices, Workforce-Low Wage Workers

Interventions Summary

- Section 2, Coordination of Efforts
- Section 3, Interventions Fidelity Assessment
- Section 4, Policy Systems and Environmental Change Interventions

Name & Objectives: Specify the name of the approach or intervention. State the objectives. Indicate the target audience. Indicate the domain, e.g. eat, live, learn, work, play, shop.

Description: Briefly describe needs assessment and/or readiness findings that support this intervention. Provide a brief description of the project and/or a list of action steps.

Evaluation: Specify the SNAP-Ed Evaluation Framework indicators and outcome measures. Specify tested evaluation/assessment tool(s). Estimate the reach of this activity.


SNAP-Ed Role: What is SNAP-Ed's Role? SNAP-Ed Funds are used for...?

PSE Change Interventions

Create (copy and paste) a separate table for each proposed PSE activity.

[illegible]

[illegible]



Fiscal

Indirect Cost Rate Agreement

- Submit documentation of your agency's approved indirect cost rate plan approved by a "cognizant agency" if indirect costs are included in the budget.

Audit Requirements

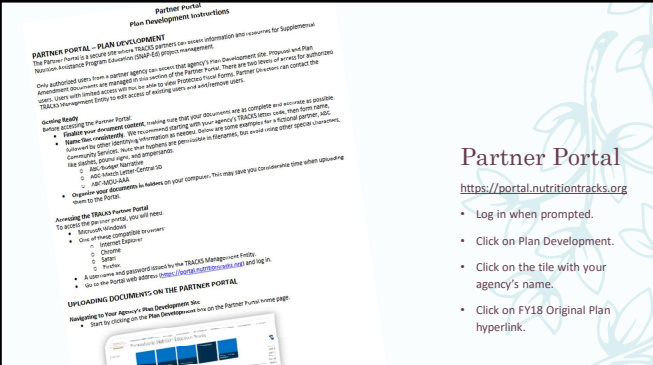
- Non-federal entities that expend \$750,000 or more in a year in total federal awards
- Submit a copy of the most recent audit report, if applicable.



Partner Portal

<https://portal.nutritiontracks.org>

Proposals Due
February 28, 2017



Partner Portal

<https://portal.nutritiontracks.org>

- Log in when prompted.
- Click on Plan Development.
- Click on the tile with your agency's name.
- Click on FY18 Original Plan hyperlink.

Proposal Assessment

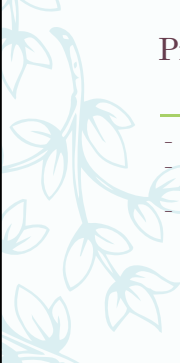
TRACKS ME Staff will review and assess proposals during March 2017.

Proposal Assessment

- Proposals will be assessed on several metrics.
- Returning applicants will also be assessed on administration of Plans previously accepted and approved by USDA FNS.
- Applicants may be instructed to adjust their proposed budget during the review process. Budget adjustments will be informed by the proposal assessment.


Proposal Conference & Revisions

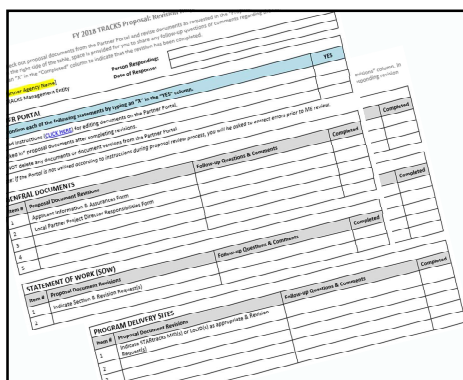
Denise Wall, MPH, RD
TRACKS Assistant Project Director



Proposal Conference

- Each applicant will participate in a proposal conference with the ME.
- Revision Request Chart provided two business days prior to proposal conference.
- Revised proposal documents and a completed Revision Request Chart are due one week following the applicant's proposal conference.



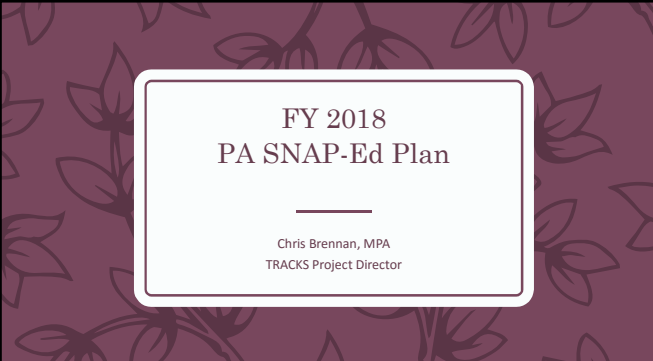


Revision Request Chart

Uploaded to Portal FY18 Original Plan workspace two days prior to Proposal Conference.

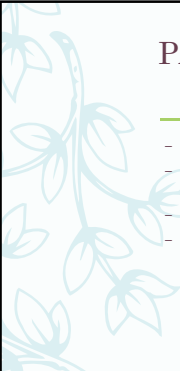
Used to guide discussion during Proposal Conference.

Complete "Follow-up Questions & Comments" and "Completed" columns within one week of Proposal Conference.



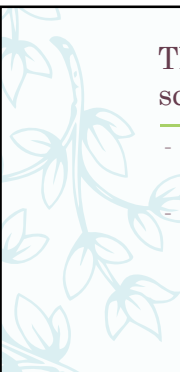
FY 2018 PA SNAP-Ed Plan

Chris Brennan, MPA
TRACKS Project Director



PA SNAP-Ed Plan

- All accepted proposals are integrated into the statewide SNAP-Ed Plan.
- Subawards: Upon final approval from USDA FNS and a statement of funding assurance from DHS, Penn State issues a subaward to partners.
- Partner Responsibilities
- Invoicing



Thanks for viewing this screencast!

- Reminders:
 - All FY 2018 RFP questions should be written in email and sent to the applicant's assigned TRACKS accountant and/or nutritionist.
 - Complete proposals must be submitted via the Portal no later than Tuesday, February 28, 2017.
- New Applicants: TRACKS Management Entity will follow-up with new applicants to...
 - Assign TRACKS accountant and nutritionist
 - Assign Letter Code
 - Provide Program Delivery Sites Form (Excel)
 - Provide Memorandum of Understanding Form with Section 2 & 4 tables (Word)
 - Request contact information and access level for Portal users
 - Schedule proposal conference
