



"Robert Calkins "
<rcalk@cd.cccounty.us>
12/13/2007 01:54 PM

To jbels@cd.cccounty.us
cc
bcc

Subject Fwd: FW: Nutrition Education Mini-Contracts RFA

Please print.

Bob

-----Original Message-----

From: "Tonya Smith" <CN=Tonya Smith/OU=BOS/O=CCC>
Sent: Thu Dec 13 09:42:03 PST 2007
Subject: FW: Nutrition Education Mini-Contracts RFA

Good Morning:

The following grant information may apply to your agency or you may know of an agency that is a good fit.

Tonya Smith
Assistant
Federal D. Glover
Supervisor, District V
315 East Leland Rd.
Pittsburg, CA 94565
(925) 427-8138 phone
(925) 427-8142 fax

Bay Point Colleagues:

The Center for Human Development (CHD) will be contracting with community-based organizations and faith-based organizations to use innovative approaches to conduct Nutrition Education for low-income Contra Costa County youth, older teens, and adults. Funded activities can include a one-time event for participants of all ages, nutrition/physical activity workshops, and/or an on-going activity/group for older teens and/or adults. Full details are attached.

Questions? Call Emily Justice at (925) 687-8844 x222.

Elaine S. Prendergast, M.A.
Executive Director
Center for Human Development
Fiscal Agent for the Bay Point Partnership
(925) 687-8844 x240
www.chd-prevention.org



Center for Human Development

A non-profit, tax-exempt corporation

December 10, 2007

Dear Service Provider:

Attached you will find a Request for Applications (RFA) for innovative approaches to conducting Nutrition Education. The Center for Human Development (CHD) will contract with community-based and faith-based organizations offering Nutrition Education for low-income youth, older teens, and adults in targeted areas of Contra Costa County.

Please note, there is a long delay between the application due date (Monday, January 7, 2008) and the start date for the mini-contracts (May 1, 2008). New guidelines require that proposals must have State approval prior to announcing the awards. We have set the announcement date as April 15. If we are notified sooner, we will announce the awards at an earlier date.

Please forward this RFA to anyone who may be interested in applying for a mini-contract.

Sincerely,

Emily Justice

Emily Justice
Program Director
Center for Human Development

Prevention Services • Youth Leadership • Conflict Resolution • Parenting Skills

391 Taylor Boulevard, Suite 120 • Pleasant Hill, CA 94523 • (925) 687-8844 • FAX (925) 687-6903
info@chd-prevention.org • www.chd-prevention.org

**Through a US Department of Agriculture Food Stamp Nutrition Education Program
contract with Contra Costa Health Services,
Center for Human Development has been funded to manage
a Nutrition Education Mini-Contract Project:**

**Request for Applications
Nutrition Education
Mini-Contract Project**

December 2007

**Contact Information:
CENTER FOR HUMAN DEVELOPMENT
Emily Justice, Program Director
391 Taylor Blvd., Suite 120
Pleasant Hill, CA 94523
Fax: (925) 687-6903**



Funded by the U.S. Department of Agriculture, an equal opportunity provider and employer, through the Network for a Healthy California. For more information about the California Food Stamp Program, please call 1-800-952-5253.

Overview

The Center for Human Development (CHD) will be contracting with community-based organizations and faith-based organizations to use innovative approaches to conduct Nutrition Education for low-income Contra Costa County youth, older teens, and adults. Funded activities can include a one-time event for participants of all ages, nutrition/physical activity workshops, and/or an on-going activity/group for older teens and/or adults. Workshops must be *Network* approved (e.g., OMF, Body Works, Body & Soul). Workshop outlines will be available through CHD. The “Rethink Your Drink” campaign to be launched in spring 2008 is an eligible activity. More information on this campaign is available from CHD.

All events, workshops, groups, etc. must promote the USDA daily recommendations of 4½ cups of fruit and vegetable consumption and 30 minutes of physical activity for teens and adults. Service areas for income eligible populations include but are not limited to Bay Point, the Monument Corridor, North Richmond, Richmond, San Pablo, Rodeo, and areas of Pittsburg.

Award Amount/Funding Period

This is the second of two funding cycles. Center for Human Development will award 4 to 6 mini-contracts in the range of \$3,000 - \$5,000.

Funding Period:

- The second funding period is May 1, 2008 – August 31, 2008

Eligible Applicants

Eligible applicants are limited to non-profit legal entities (Examples: 501(c)3, faith-based, community organizations, and community groups) that provide services to low income census tract populations or who are 185% Federal Poverty Level. Greater priority will be given to organizations who are not receiving *Network* for a Healthy California funds.

Reporting

A final narrative including data on the number of people reached will be required. If a project includes workshops or on-going groups, participant attendance sheets will be required.

Application Instructions

- The application must be submitted to CHD by 5:00 p.m. Monday, January 7, 2008, via email, regular mail, or personal delivery. Faxed copies will not be accepted.
- The following sections must be completed:

COVER PAGE – Attachment A

Project Description – Maximum 3 Pages

1. Statement of Purpose (20 points)

Provide a statement of purpose and a general program overview. Identify the population you will serve. Provide a statement describing the outcomes you will achieve.

2. Demonstrated Readiness (30 points)

CHD will fund organizations with a demonstrated readiness to implement their proposed project. Please respond to the following:

A. Organization preparation: Provide a statement summarizing how your organization is equipped to plan and implement nutrition education activities/events. **NOTE: If you will be implementing cooking classes, then you must submit copy of kitchen certification granted by Contra Costa County Environmental Health Department or from your licensing agency.**

B. Letters of support (Not Required): A letter from a partnering organization, indicating activity/event collaboration will be helpful, but is not required.

3. Work Plan for Implementation (35 points)

Outline your work plan for implementing your project. Include a timeline with proposed dates of activities/events and estimated number of participants. Projects funded in the first cycle must be completed by August 29, 2008. Please see Attachment C for list of activities to consider.

Project Budget and Narrative (15 points)

See Attachment B. Please note that these funds cannot be used toward capital improvements or to develop nutrition/physical activity materials. You will be provided, upon request, with nutrition/ physical activity materials. Funds may be used on materials needed for food demonstrations or food tastings but cannot be used for meals for participants. Funds may also be used for staff, mileage, and the purchase of printed nutrition/physical activity materials. Technical assistance will be available to all awardees.

Scoring

The maximum score possible for the R.F.A. is 100 points. The minimum standard for funding is a score of 75 percent. The top applicants will be awarded.

Due Date

Applications must be received by **January 7, 2008** at 5:00 p.m.

- X Emailed copies of applications will be accepted. Timely transmissions and their receipt are the responsibility of the applicant. E-mail: **emily@chd-prevention.org**
- X Proposals must be submitted to: **Center for Human Development, Attn: Emily Justice, 391 Taylor Blvd. Suite 120, Pleasant Hill, CA, 94523**

Timeline

- A Monday, December 10, 2007: R.F.A. sent to community organizations.
- B Monday, January 7, 2008: Applications due to CHD no later than 5:00 p.m.
- C Tuesday, April 15, 2008: Awards announced.
- D April, 2008 (Date to be announced): Mandatory meeting/training for all awardees.
- E Friday, August 29, 2008: Projects to be completed
- F Friday, September 5, 2008: Final report, including all invoices, due.

Contact Information

Any questions concerning this R.F.A. should be directed to: **Emily Justice, Center for Human Development; Phone: (925) 687-8844, x222; E-mail: emily@chd-prevention.org**

**NUTRITION EDUCATION
FOOD AND NUTRITION PROJECT
APPLICATION COVER PAGE**

APPLICANT ENTITY:

NAME OF ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

CONTACT PERSON:

NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

CHECKLIST OF REQUIRED ATTACHMENTS:

- Application Cover Page (Attachment A)
- Project Description
- Project Budget and Narrative (Attachment B)

Signature and title of individual authorized to sign this proposal:

Signature of Authorized Individual

Date

Printed Name of Authorized Individual

Title of Authorized Individual

Proposed Budget – Nutrition Education

Organization: _____

ITEM	
Personnel	<i>Examples: 60 hours of program coordinator time at \$15/hour \$900 Five youth: Rate per hour X number of hours</i>
Fringe Benefits	<i>Benefits @ 25%</i>
List operating expenses, e.g., office supplies, printing.	<i>Etc. as above Receipts Submitted</i>
Travel and Mileage	<i>Miles X .485 per mile (State allowable as of January 1, 2007)</i>
Other Food for demonstrations/tastings, etc. Educational and promotional materials	<i>Nutrition and physical activity educational materials that are not available through the Network for a Healthy California. Items MUST be approved by CHD and the County Nutrition Program prior to purchase.</i>
Indirect (not to exceed 15%)	
TOTAL	

A BUDGET JUSTIFICATION MUST BE GIVEN FOR EACH LINE ITEM LISTED IN YOUR PROPOSED BUDGET

Activities to Consider

Nutrition and Physical Activity Events for participants of all ages

Church/Pulpit messages

Community organizations (workshops/groups)

Supermarket – Point-of-purchase activities, tours

Cooking classes – In a site with Certified kitchen

Food distribution sites – Nutrition education

- Salvation Army
- Church groups

Recreation Centers – Physical activities and nutrition education

- Older Teens

Work with Community Clinics – Offering resources in community clinics

Workshops – Titles of OMF (On the Move with FoodWise!) workshops include

- Beyond Salads
- Healthy Eating on a Budget
- Know Your Food Size
- Keeping Fit, Keeping Healthy
- Food Labels
- Health and Stress Management
- “Rethink Your Drink” Campaign