RFA # 18799 / Grants Gateway # DOH01-EWPH2-2022
New York State Department of Health
Center for Community Health / Division of Nutrition
Child and Adult Care Food Program

Request for Applications

Eat Well Play Hard in Child Care Settings

Attachment 13 (Budget Template) was updated to correct a formula error that was identified in the "NonPersonal Operating and Budget" tab. The formula in cell C13 has been updated to reflect the sum of the Grant Budgeted expenses outlined in cells C5 through C12. Because of this update, cell D/E23 in the "Expenditure Based Budget" tab now populates correctly.

Similarly, the formulas in cells E17 through E46 in the "NonPersonal Operating and Budget" tab were updated to reflect the sum of the Grant Budgeted amount and the IN-KIND amount by line.

In addition, several cells were reformatted within the workbook to reflect an "Accounting" format with two decimal places and an "$" symbol.

A copy of the corrected Attachment 13 (Budget Template) was distributed to the current list of applicants and to the solicitation list. Do not use Attachment 13 (Budget Template) located in the Pre-Submission Uploads section of the Grants Gateway. Please direct any questions or requests for the updated Attachment 13 (Budget Template) to the DOH contact for the RFA as outlined below:

Lisa Borden
New York State Department of Health
Division of Nutrition
Child and Adult Care Food Program
Riverview Center
150 Broadway, Suite 600
Menands, NY 12204-2719
EWPH.RFA@health.ny.gov

New York State Department of Health
Center for Community Health / Division of Nutrition
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Request for Applications

Eat Well Play Hard in Child Care Settings

KEY DATES:

Release Date:	**09/28/2021**
Letter of Interest/Intent Due:	**10/12/2021**
Questions Due:	**11/02/2021**
Questions, Answers and Updates Posted (on or about):	**12/02/2021**
Applications Due:	**12/21/2021 by 4:00 PM**
NYSDOH Contact Name & Address:	**Lisa Borden** **New York State Department of Health** **Division of Nutrition** **Child and Adult Care Food Program** **Riverview Center** **150 Broadway, Suite 600** **Menands, NY 12204-2719** **EWPH.RFA@health.ny.gov**

Table of Contents

I. Introduction

The New York State Department of Health (Department) announces the availability of funding to implement the Eat Well Play Hard in Child Care Settings (EWPHCCS) initiative. EWPHCCS is a research-tested, multi-level obesity prevention intervention that focuses on improving the nutrition and physical activity behaviors of low-income families and their children enrolled in registered and licensed child day care programs. This intervention also addresses environmental changes to reduce childhood obesity by influencing the nutrition, mealtime and physical activity practices that encourage wellness and healthy lifestyles. The Department is seeking applications from organizations to implement the EWPHCCS initiative in eligible child care centers.

A. Description of Program

EWPHCCS is funded by the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Nutrition Education and Obesity Prevention Program (SNAP-Ed) and is administered jointly by the New York State (NYS) Office of Temporary and Disability Assistance (OTDA) and the Child and Adult Care Food Program (CACFP). EWPHCCS employs an established evidence-based curricula and an intervention methodology that focuses on:
- Creating a culture of health by improving the nutrition, mealtime and physical activity environments in eligible child care centers.
- Improving the likelihood that low-income children and their families will make healthy food choices and choose physically active lifestyles.

B. Background

CACFP is a nutrition and meal reimbursement program whose goal is to improve the quality of meals served in child care centers. CACFP plays a key role in influencing the nutrition habits of children in child care through meal requirements set by the United States Department of Agriculture (USDA). As the primary obesity prevention program within the NYS CACFP, EWPHCCS supports the CACFP efforts to help child care centers serve low-fat or fat free milk, more fruits and vegetables, and whole grains in meals and snacks.

In New York State, almost 880,000 children under age six have parents who work and consequently need child care services (1). Nationwide, almost 50% of children aged three to five (but not yet enrolled in kindergarten) have center-based care as their primary type of child care (2). Many children can spend up to forty hours each week in child care, receiving multiple meals and snacks throughout the day (2). As a result, child care settings provide an important opportunity to promote and improve healthy eating and physical activity behaviors among preschool-aged children and their families (3,4).

1 "2019 State Child Care Facts in the State of New York." *Child Care Aware of America*, 2019, info.childcareaware.org/2019-state-fact-sheets-download. Accessed: May, 2021.

2 U.S. Department of Education, National Center for Education Statistics. "Digest of Education Statistics – 2019 Tables and Figures – Table 202.30." *Early Childhood Program Participation Survey of the National Household Education Surveys Program*, 2017, nces.ed.gov/programs/digest/d19/tables/dt19_202.30.asp?current=yes. Accessed: May, 2021.

3 Ward DS, Vaughn A, Story M. Expert and stakeholder consensus on priorities for obesity prevention research in early care and education settings. *Child Obes*. 2013;9(2):116-24.

4 Scott-Sheldon LAJ, Hedges LV, Cyr C, Young-Hyman D, Khan LK, Magnus M, King H, Arteaga S, Cawley J, Economos CD, Haire-Joshu D, Hunter CM, Lee BY, Kumanyika SK, Ritchie LD, Robinson TN, Schwartz MB. Childhood Obesity Evidence Base Project: A Systematic Review and Meta-Analysis of a New Taxonomy of Intervention Components to Improve Weight Status in Children 2-5 Years of Age, 2005-2019. *Child Obes*. 2020 Sep;16(S2):S221-S248.

Current research suggests that multicomponent interventions that involve a combination of programmatic, environmental, and policy change strategies are likely to be most effective in maximizing the potential of child care settings to promote healthy weight in young children (3-5). An emerging consensus of research suggests that obesity prevention interventions in child care settings should specifically focus on the following: (a) improving the nutritional quality of food and beverages served, (b) improving the amount and quality of physical activity, (c) educating and training program staff to promote modeling and positive staff-child interactions regarding eating and physical activity, (d) engaging parents and caregivers about improving eating, physical activity, and screen time behaviors and praising children for positive health-related behavior, and (e) formalizing these improved practices and environments through the development of written policies (3-5).

An outside evaluation of the EWPHCCS center-based program consisting of indirect and direct education targeting preschool children, their parents and caregivers, and child care center staff found that participation increased children's at-home consumption of low-fat/fat-free milk and vegetables and demonstrated the potential to be a nationally transferable model of effective nutrition education for preschool children and their parents and caregivers (6). This center-based education intervention forms the basis of EWPHCCS and is enhanced by incorporating policy, systems and environmental changes in child care centers to support families in making the healthier choice to eat better and play more.

C. Available Funding

The Department anticipates awarding six (6) contracts to implement EWPHCCS in NYS. It is anticipated that approximately $2.5 million in funding will be available annually to implement the following core EWPHCCS activities for the period October 1, 2022 – September 30, 2027:
- Maintain grant administration, fiscal accountability, record keeping, and reporting requirements;
- Maintain adequate staffing as outlined by the Department and achieve deliverables as outlined within the work plan;
- Implement the EWPHCCS Champion intervention as outlined by the Department;
- Implement the Farm to Preschool intervention as outlined by the Department; and
- Ensure space and accessibility requirements.

The Department will only fund one applicant to work within each region and only the highest scoring applicant with a passing score will be awarded in each region. Only one application is allowed per organization. Applicants can only apply for one region and must apply for the total amount of funding available for that region. If there is no application with a passing score in a region or if there are no applicants in a region, then that funding will be offered to the highest scoring applicant in the neighboring region(s) to provide programmatic coverage within the unfunded region. Annual funding amounts available by region are outlined in Table 1 on the following page.

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5 Hodder RK, O'Brien KM, Tzelepis F, Wyse RJ, Wolfenden L. Interventions for increasing fruit and vegetable consumption in children aged five years and under. *Cochrane Database of Systematic Reviews*. 2020; 5: CD008552.
6 Williams PA, Cates SC, Blitstein JL, et al. Nutrition-education program improves preschoolers' at-home diet: A group randomized trial. *J Acad Nutr Diet*. 2014; (114)7:1001-08.

Table 1: Funding Amounts Available by Region

	Region					
	Long Island	**New York City**	**Lower Hudson Valley**	**Capital**	**Central**	**Western**
Funding Amount	$160,000	$1,414,765	$235,000	$200,000	$228,960	$305,281

EWPHCCS targets child care centers that serve families with low-income. A CACFP participating child care center is eligible to participate in EWPHCCS if at least 50 percent of attending children receive free or reduced priced meals. The percent of free or reduced priced meals is assessed annually for each center using NYS CACFP administrative claims data. Table 2 below shows the distribution of the number of eligible child care centers by region. In addition, Figure 1 below depicts the geographical coverage area of eligible centers by region. The funding amounts available by region are meant to support wide geographic coverage within each region.

Table 2: Number of Eligible CACFP-participating child care centers (≥50% Free/Reduced Meals) serving preschool-aged children by Region

REGION	# Child Care Centers
Capital	99
Central	121
Long Island	51
Lower Hudson	90
New York City	846
Western	171
	1378

Figure 1: CACFP Centers with 50% or More Students Eligible for Free/Reduced Meals

CACFP Centers with 50% or More Students Eligible for Free/Reduced Meals (Mar, 2020)
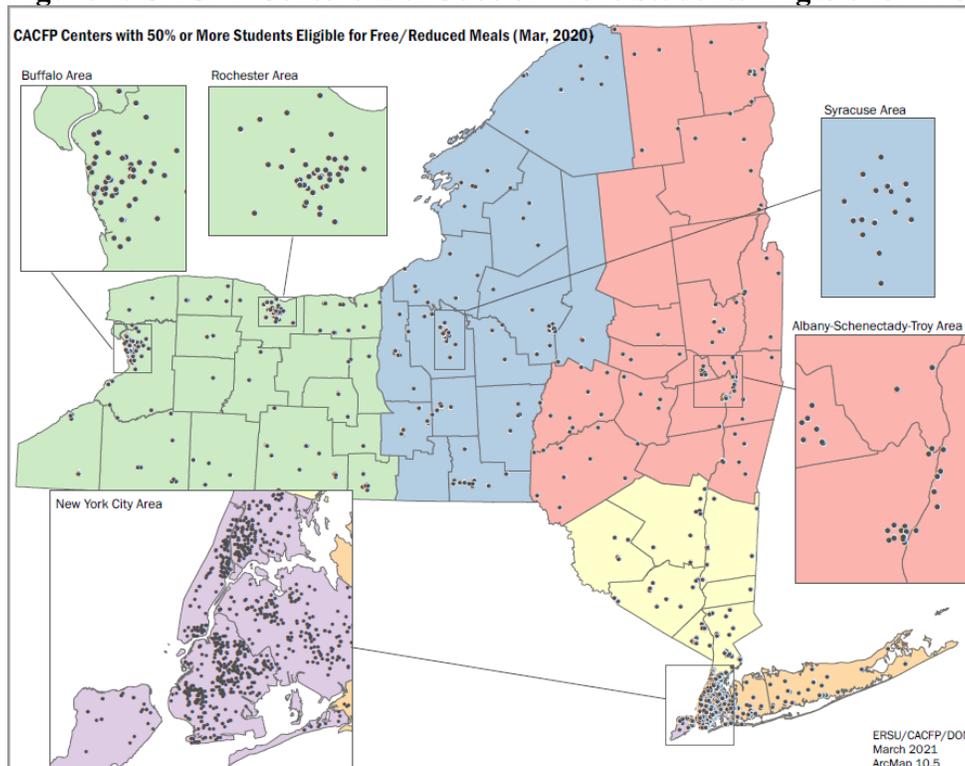
II. Who May Apply

A. Minimum Eligibility Requirements
1. Applicants must be prequalified in the Grants Gateway prior to submitting an application (www.grantsreform.ny.gov), unless exempt. It is strongly recommended that applicants begin the prequalification process immediately. Applicants who are not prequalified through the Grants Gateway on the application due date/time will be disqualified.
2. Eligible entities must be one of the following:
   a. A Child Care Resource and Referral (CCR&R) Agency as listed on the NYS Office of Child and Family Services (OCFS) website at the following link: https://ocfs.ny.gov/programs/childcare/referral-agencies.php.
   b. The New York City Department of Health and Mental Hygiene.
   c. A public or nonprofit CACFP sponsoring organization that is tax-exempt under Section 501(c)3 of the Internal Revenue Code that meets the following criteria:
      i. A sponsor of child care centers, head starts, and/or day care homes. Sponsors that only operate adult programs, after-school programs, and/or emergency shelters are not eligible to apply and will be disqualified.
      ii. Solely based and operating in New York State.
3. Applicants must be in good standing with the NYS CACFP and NYS OTDA. Applicants whose corrective action plans pertaining to SNAP-Ed contract deficiencies that have not been approved within the past seven years will be disqualified. Applicants with CACFP Serious Deficiencies, proposals to terminate, or corrective actions pertaining to administrative capability, fiscal integrity, and accountability will be disqualified.
4. Applicants must apply for only one region. Applicants whose applications reflect more than one region will be disqualified.
5. Applicants must request the total funding amount available for that region. Applicants whose applications do not reflect the total funding amount for the region will be disqualified.

III. Project Narrative/Work Plan Outcomes

A.   Role of Sponsor Agency

In the event an award is made, the funded organization will be responsible for meeting the deliverables outlined below and in the Attachment 23 (Standard Work Plan).

Core EWPHCCS Funded Organization Requirements

The lead applicant is responsible for compliance with all operational and fiscal requirements. With guidance and technical assistance from the Department, the awardee will accomplish the following deliverables:

1. **Grant Administration:**
   i.   Assume responsibility for oversight and management of all EWPHCCS contracted operations.
   ii. Establish and maintain internal controls and quality assurance procedures to ensure program integrity.
   iii. Adhere to training, program monitoring, and data collection requirements for all EWPHCCS grant funded staff in compliance with NYSDOH direction.

iv.   Maintain inventory list in accordance with NYSDOH direction.

2. <u>Financial Accountability:</u>
    i.   Maintain a financial management system that ensures accountability for all EWPHCCS funds received.
   ii.   Establish annual proposed budget and related cost allocations as well as submit budget modifications as necessary.
  iii.   Submit monthly vouchers in compliance with NYSDOH direction.
  iv.   Supply supporting documentation for all financial claims submitted to the Department.
   v.   Maintain a time and effort reporting system for staff funded by the grant, including a system of maintaining Paid Time Off (PTO) accruals.
  vi.   Provide in-kind services and support to maintain EWPHCCS operations, as needed.

3. <u>Records and Reports:</u>
    i.   Maintain all records and reports of EWPHCCS grant funded activities in compliance with the Department and/or USDA requirements.

4. <u>Staffing and Deliverables:</u>
    i.   Recruit, hire or assign, train, and maintain:
       a.   One or more full-time* Registered Dietitian(s) (RD) to implement the Champion intervention in 9 center equivalents annually.
       b.   One or more full-time* Farm to Preschool Coordinator(s) to implement the Farm to Preschool intervention in 3 unique centers or 4 center equivalents annually.
       c.   One part-time Center Recruitment Coordinator to identify and recruit CACFP-participating child care centers in which to implement the EWPHCCS Champion and Farm to Preschool interventions to successfully meet annual deliverables. Time should be allocated at 5% per 1.0 FTE RD.
       d.   One Project Manager to manage all aspects of program administration. Time should be allocated at 10% per 1.0 FTE RD and Farm to Preschool Coordinator.
      *Notice: Part-time RDs and Farm to Preschool Coordinators will not be funded.

It is expected that applicants will propose the following program staffing by region:

Region	# FTE Champion RDs	# FTE Farm to Preschool Coordinators	# FTE Center Recruitment Coordinators	# FTE Project Managers
Long Island	1	1	0.05	0.20
New York City	9	2	0.45	1.10
Lower Hudson Valley	2	1	0.10	0.30
Capital	2	1	0.10	0.30
Central	2	1	0.10	0.30
Western	3	1	0.15	0.40

5. <u>Champion Intervention Implementation:</u>
    i.   Registered Dietitians (RD) will implement the Champion educational curriculum as directed by the NYSDOH.
   ii.   RDs will help centers develop Champion Workgroups to work toward policy, systems and environmental (PSE) change.

iii. RD(s) will facilitate center progress toward a minimum of three best practice changes per intervention center as directed by the NYSDOH.

iv. RD(s) will administer, collect and maintain Champion evaluation materials from each intervention center as directed by the NYSDOH.

6. **Farm to Preschool (F2P) Intervention Implementation:**
   i. F2P Coordinator(s) will implement the Farm to Preschool intervention as directed by the NYSDOH.
   ii. F2P Coordinator(s) will implement the Farm to Preschool educational approach as directed by the NYSDOH.
   iii. F2P Coordinator(s) will facilitate center progress toward policy, systems and environmental change(s) as directed by the NYSDOH.
   iv. F2P Coordinators will administer F2P evaluation activities as directed by the NYSDOH.

7. **Space and Accessibility:**
   i. Establish scheduling and space logistics that provide convenient locations and times for the provision of high-quality SNAP-Ed to preschool children, parents/caregivers, and center staff (and for Farm to Preschool community members).
   ii. Ensure that the USDA SNAP *And Justice for All* posters are clearly posted whenever and wherever SNAP-Ed is provided.
   iii. Provide program space that is accessible to people of all abilities.

General Provisions of Champion Intervention Implementation

The Champion intervention is implemented in approximately 16-week cycles during which three child care programs can receive the intervention for every 100% FTE EWPHCCS RD. The EWPHCCS RD will use a prescribed curriculum to conduct child, parent and center-wide staff lessons that focus on nutrition and physical activity. The EWPHCCS RDs will also coach and mentor center teaching staff to enable and empower them to deliver the curriculum lessons on their own. The EWPHCCS RDs will work onsite with center directors and food service staff to change or create new policies that support healthy lifestyle choices taught to children and their parents. See Attachment 1 (Champion Intervention Flow Chart) for more details.

It is expected that EWPHCCS RDs will accomplish the following within each child care center participating in the Champion intervention:
- (2-week Set Up Phase) Conduct planning and scheduling activities as outlined in Attachment 2 (Champion Intervention Set Up Checklist) (SNAP-Ed & PSE)
- (16-week Implementation Phase) Conduct SNAP-Ed and PSE change activities as outlined in Attachment 3 (Champion Intervention Implementation Checklist) (SNAP-Ed & PSE)
- (2-week Next Steps Phase) Wrap-up the implementation phase and facilitate center planning for planning next steps as outlined in Attachment 4 (Champion Intervention Post-Implementation Checklist) (PSE)
- Conduct 3-month and 6-month post-implementation activities as outlined in Attachment 4 (Champion Intervention Post-Implementation Checklist) (SNAP-Ed & PSE)

General Provisions of Farm to Preschool Intervention Implementation

The Farm to Preschool intervention is implemented throughout the year during which a minimum of 3 unique centers (4 center equivalents) can receive the intervention for each 100% FTE Farm to Preschool Coordinator. See Attachment 5 (Farm to Preschool Intervention Flow Chart) and Attachment 6 (Farm to Preschool Checklist) for more details.

It is expected that Farm to Preschool Coordinators will accomplish the following at each Farm to Preschool site:

- (January-March) Conduct planning, scheduling, and pre-season activities (SNAP-Ed & PSE)
- (April-June) Implement prescribed Farm to Preschool curriculum using the USDA's *Grow It, Try It, Like It!* activities in preschool classrooms and facilitate preschool teacher's use of Farm to Preschool activities in the classroom (SNAP-Ed & PSE)
- (April-June) Facilitate the establishment of center gardens and/or facilitate distribution and use of Grow Kits for preschool children (SNAP-Ed & PSE)
- (July-November) Establish a sales or distribution method for making locally grown produce available and accessible to parents and caregivers of children in care and/or facilitate the establishment of center-based systems to promote the use of existing community-based farmers' markets (PSE)
- (July-November) Conduct weekly recipe demonstrations for adults that highlight in-season fruits or vegetables available for sale or distribution (SNAP-Ed)
- (July-November) Facilitate center purchases and use of locally grown and/or F2P garden produce in center meals and/or snacks (PSE)
- (November-December) Implement end of season wrap-up activities and facilitate center plans to sustain or expand the PSE changes achieved during the year (PSE)

Applicants may subcontract components of the scope of work. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Applicants should note that the lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for the NYSDOH. Contractors are required to submit supporting documentation for all subcontractor expenses with all vouchers submitted for payment. All expenses must be allowable under federal and state requirements. All subcontractors should be approved by the Department of Health.

The applicant organization shall use a larger percentage of the total budget than any individual subcontractor receives. For example, if the applicant organization retains 40% of the total budget, no individual subcontractor may receive more than 39% of the total budget. Each subcontractor budget and work plan scope of work must accommodate for 100% of the deliverables outlined in the **Core EWPHCCS Funded Organization Requirements** and must reflect the duration of the five-year contract period. If these requirements are not met in the applicant proposal, then the applicant will be required to absorb the proposed subcontractor budget and work plan scope of work into their own scope of work prior to award.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (Department), Division of Nutrition, Bureau of Child and Adult Care Food Programs (CACFP). The Department is responsible for the requirements specified herein and for the evaluation of all applications.

B. Question and Answer Phase

All substantive questions must be submitted in writing or via email to:

Lisa Borden
NYS Department of Health, Division of Nutrition
Child and Adult Care Food Program
Riverview Center
150 Broadway, Room 600
Menands, New York 12204-2719
EWPH.RFA@health.ny.gov

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the cover of this RFA. This includes Minority and Women Owned Business Enterprise (MWBE) questions and questions pertaining to the MWBE forms.

Questions of a technical nature can be addressed in writing or via telephone by calling Lisa Borden at 518-402-7251. **Questions are of a technical nature if they are limited to how to prepare your application (e.g., formatting) rather than relating to the substance of the application.**

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the NYSDOH contact listed on the cover of this RFA.

- https://grantsmanagement.ny.gov/resources-grant-applicants

- Grants Gateway Videos: https://grantsmanagement.ny.gov/videos-grant-applicants

- Grants Gateway Team Email: grantsgateway@its.ny.gov
  Phone: 518-474-5595
  Hours: Monday thru Friday 8am to 4pm
  (Application Completion, Policy, Prequalification and Registration questions)

- Agate Technical Support Help Desk
  Phone: 1-800-820-1890
  Hours: Monday thru Friday 8am to 8pm
  Email: helpdesk@agatesoftware.com
  (After hours support w/user names and lockouts)

Prospective applicants should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application.

This RFA has been posted on the NYS Grants Gateway website at: https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx and a link provided on the Department's public website at: https://www.health.ny.gov/funding/. Questions and answers, as well as any updates and/or modifications, will be posted on the Grants Gateway. All such updates will be posted by the date identified on the cover of this RFA.

C. Letter of Interest

Prospective applicants are strongly encouraged to complete and submit a letter of interest using Attachment 7. Prospective applicants may also use the letter of interest to receive notification when updates/modifications are posted; including responses to written questions. Letters of interest should be submitted via the Grants Gateway under the Pre-Submission Uploads section of the online application. Please note that you will receive an error message when uploading the letter into the application as other Pre-Submission uploads are not due until the application is submitted. A copy should also be emailed to EWPH.RFA@health.ny.gov. The Letter of Interest should be submitted by the date posted on the cover of the RFA. Please ensure that the RFA number is noted in the subject line.

Submission of a letter of interest is not a requirement or obligation upon the applicant to submit an application in response to this RFA. Applications may be submitted without first having submitted a letter of interest.

The Department will only fund one applicant to work within each region. **To encourage greater coverage of target areas statewide, potential applicants are strongly encouraged to submit a letter of interest listing the target areas where they propose to work.** Submitting a letter of interest identifying the region for which your organization is applying will assist the Department in ensuring maximum coverage of services throughout the State. The identified regions will be included in the questions and answers posted on or around the date listed on the cover of this RFA.

D. Applicant Conference

An Applicant Conference will not be held for this project.

E. How to File an Application

Applications must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFA. Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Management website at the following web address: https://grantsmanagement.ny.gov/ and select the "Apply for a Grant" from the Apply & Manage menu. There is also a more detailed "Grants Gateway: Vendor User Guide" available in the documents section under Training & Guidance; For Grant Applicants on this page as well. Training webinars are also provided by the Grants Gateway Team. Dates and times for webinar instruction can be located at the following web address: https://grantsmanagement.ny.gov/live-webinars.

To apply for this opportunity:

1. Log into the Grants Gateway as either a "Grantee" or "Grantee Contract Signatory".
2. On the Grants Gateway home page, click the "View Opportunities" button".
3. Use the search fields to locate an opportunity; search by State agency (NYSDOH) or enter the Grant Opportunity name Eat Well Play Hard in Child Care Settings.
4. Click on "Search" button to initiate the search.
5. Click on the name of the Grant Opportunity from the search results grid and then select the "APPLY FOR GRANT OPPORTUNITY" button located bottom left of the Main page of the Grant Opportunity.

Once the application is complete, prospective grantees are **strongly encouraged** to submit their applications at least 48 hours prior to the due date and time. This will allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an applicant's ability to submit their application.** Both NYSDOH and Grants Gateway staff are available to answer applicant's technical questions and provide technical assistance prior to the application due date and time. Contact information for the Grants Gateway Team is available under Section IV. B. of this RFA.

PLEASE NOTE: Although NYSDOH and the Grants Gateway staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time, there is no guarantee that they will be resolved in time for the application to be submitted and, therefore, considered for funding.

The Grants Gateway will always notify applicants of successful submission. If a prospective grantee does not get a successful submission message assigning their application a unique ID number, it has not successfully submitted an application. During the application process, please pay particular attention to the following:

- Not-for-profit applicants must be prequalified on the due date for this application submission. Be sure to maintain prequalification status between funding opportunities. Three of a not-for-profit's essential financial documents - the IRS990, Financial Statement and Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit's prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the roles "Grantee Contract Signatory" or "Grantee System Administrator" can submit an application.
- Prior to submission, the system will automatically initiate a global error checking process to protect against incomplete applications. An applicant may need to attend to certain parts of the application prior to being able to submit the application successfully. Be sure to allow time after pressing the submit button to clean up any global errors that may arise. You can also run the global error check at any time in the application process. (see p.68 of the Grants Gateway: Vendor User Guide).
- Grantees should use numbers, letters and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (10 MB) when uploading documents. Grantees should ensure that any attachments uploaded with their application are not "protected" or "pass-worded" documents.

The table on the following page will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System Administrator		X	X	X	
Grantee View Only					X

PLEASE NOTE: Waiting until the last several days to complete your application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

Late applications will not be accepted. **Applications will not be accepted via fax, e-mail, hard copy, or hand delivery.**

F. Department of Health's Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all applications received in response to this RFA.

2. Withdraw the RFA at any time, at the Department's sole discretion.

3. Make an award under the RFA in whole or in part.

4. Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.

5. Seek clarifications and revisions of applications.

6. Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.

7. Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.

8. Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.

9. Change any of the scheduled dates.

10. Waive any requirements that are not material.

11. Award more than one contract resulting from this RFA.

12. Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with the selected applicant.

13. Utilize any and all ideas submitted with the applications received.

14. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the bid opening.

15. Waive or modify minor irregularities in applications received after prior notification to the applicant.

16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's application and/or to determine an offeror's compliance with the requirements of the RFA.

17. Negotiate with successful applicants within the scope of the RFA in the best interests of the State.

18. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants.

19. Award grants based on geographic or regional considerations to serve the best interests of the state.

G. Term of Contract

Any contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following time period: Multi-year agreement for a period of five years beginning October 1, 2022 through September 30, 2027.

Continued funding throughout this multi-year period is contingent upon availability of funding and state budget appropriations. NYSDOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found in the Forms Menu once an application to this funding opportunity is started.

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to not-for-profit grant contractors in an amount not to exceed *25* percent.

2. The grant contractor will be required to submit invoices and required reports of expenditures to the State's designated payment office (below) or, if requested by the Department, through the Grants Gateway:

New York State Department of Health
Division of Nutrition, Child and Adult Care Food Program
Eat Well Play Hard in Child Care Settings
Riverview Center
150 Broadway, Suite 600
Albany, New York 12204-2719
EWPH.Fiscal@health.ny.gov

Grant contractors must provide complete and accurate billing invoices in order to receive payment. Billing invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department and the Office of the State Comptroller (OSC). Payment for invoices submitted by the CONTRACTOR shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: http://www.osc.state.ny.us/epay/index.htm, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. CONTRACTOR acknowledges that it will not receive payment on any claims for reimbursement submitted under this contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of such claims for reimbursement by the State (NYS Department of Health) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Contractor will be reimbursed for actual expenses paid as allowed in the Contract Budget and Work Plan.

3. The grant contractor will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Grants Gateway:
   a. Monthly Claims for Payment, including monthly Budget Statement and Report of Expenditures and supporting documentation – due close of business 30 days after the end of the reporting period.
   b. Statistical and quantitative data via the EWPHCCS Web Application, detailing services rendered and demographic characteristics of participants as required by the USDA's Education and Administrative Reporting System (EARS) - due as the program is administered and not later than 1 week following the date each program activity is administered.
   c. Closeout or Supplemental Claims for Payment – due close of business November 15 of the current year for any outstanding expenditures being claimed for the previous Federal Fiscal Year (FFY).
   d. Single Audit Report – As per the requirements outlined in Attachment A-1 Part A. Copies must be submitted to the DOH Audit Clearinghouse, the Federal Single Audit Clearinghouse and the NYSDOH Division of Nutrition.

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Contract for Grants.

I. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the New York State Department of Health ("NYSDOH") recognizes its obligation to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of NYSDOH contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that NYSDOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the New York State Department of Health hereby establishes a goal of **30%** as follows:

1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the budget in total.

The goal on the eligible portion of this contract will be 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that NYSDOH may withhold payment pending receipt of the required MWBE documentation. For guidance on how NYSDOH will determine "good faith efforts," refer to 5 NYCRR §142.8.

The directory of New York State Certified MWBEs can be viewed at: https://ny.newnycontracts.com. The directory is found on this page under "NYS Directory of Certified Firms" and accessed by clicking on the link entitled "Search the Directory". Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented.

By submitting an application, a grantee agrees to complete an MWBE Utilization plan as directed in **Attachment 9** of this RFA. NYSDOH will review the submitted MWBE Utilization Plan. If the plan

is not accepted, NYSDOH may issue a notice of deficiency. If a notice of deficiency is issued, Grantee agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt. NYSDOH may disqualify a Grantee as being non-responsive under the following circumstances:

a) If a Grantee fails to submit a MWBE Utilization Plan;
b) If a Grantee fails to submit a written remedy to a notice of deficiency;
c) If a Grantee fails to submit a request for waiver (if applicable); or
d) If NYSDOH determines that the Grantee has failed to document good-faith efforts to meet the established NYSDOH MWBE participation goals for the procurement.

In addition, successful awardees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

J. Limits on Administrative Expenses and Executive Compensation

On July 1, 2013, limitations on administrative expenses and executive compensation contained within Governor Cuomo's Executive Order #38 and related regulations published by the Department (Part 1002 to 10 NYCRR – Limits on Administrative Expenses and Executive Compensation) went into effect. Applicants agree that all state funds dispersed under this procurement will, if applicable to them, be bound by the terms, conditions, obligations and regulations promulgated by the Department. To provide assistance with compliance regarding Executive Order #38 and the related regulations, please refer to the Executive Order #38 website at: http://executiveorder38.ny.gov.

K. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File.   In the event of an award and in order to initiate a contract with the New York State Department of Health, vendors must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, please be sure the Vendor Identification number is included in your organization information. If not enrolled, to request assignment of a Vendor Identification number, please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf.

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

L. Vendor Responsibility Questionnaire

The New York State Department of Health strongly encourages that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire or go

directly to the VendRep system online at https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ITServicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload the Vendor Responsibility Attestation (Attachment 10) of the RFA. The Attestation is located under Pre-Submission uploads and once completed should be uploaded in the same section.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their Application in the Pre-Submission uploads section in place of the Attestation.

M. Vendor Prequalification for Not-for-Profits

All not-for-profit vendors subject to prequalification are required to prequalify prior to grant application and execution of contracts.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, New York State has instituted key reform initiatives to the grant contract process which requires not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the Grants Management Website.

Applications received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway on the application due date listed on the cover of this RFA cannot be evaluated. Such applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the Grants Management Website details the requirements and an online tutorial are available to walk users through the process.

1) **Register for the Grants Gateway**

- On the Grants Management Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the NYS Grants Management office at the address provided in the submission instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

  If you have previously registered and do not know your Username, please email grantsgateway@its.ny.gov . If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the Grants Gateway. **If this is your first time logging in,** you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.

- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Application.

- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Gateway Team at grantsgateway@its.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the ***Submit Document Vault*** Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.

- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.

- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

N. General Specifications

1. By submitting the "Application Form" each applicant attests to its express authority to sign on behalf of the applicant.

2. Contractors will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.

3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the contract. Any exceptions allowed by the Department during the Question and Answer Phase (Section IV.B.) must be clearly noted in a cover letter included with the application.

4. An applicant may be disqualified from receiving awards if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.

5. Provisions Upon Default

   a. The services to be performed by the Applicant shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the contract resulting from this RFA.

   b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.

   c. If, in the judgement of the Department, the Applicant acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Contractor. In such case the Contractor shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Contractor up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Contractor was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Completing the Application

A. Application Format/Content

Please refer to the Grants Gateway: Vendor User Guide for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Management website at: https://grantsmanagement.ny.gov/vendor-user-manual. Additional information for applicants is available at: https://grantsmanagement.ny.gov/resources-grant-applicants.

Also, you must use Internet Explorer (11 or higher) or Microsoft Edge to access the Grants Gateway. Using Chrome or Firefox causes errors in the Work Plan section of the application.

Please respond to each of the sections described below when completing the Grants Gateway online application. Your responses comprise your application. Please respond to all items within each section. When responding to the statements and questions, be mindful that application reviewers may not be familiar with the agency and its services. Therefore, answers should be specific, succinct and responsive to the statements and questions as outlined.

- Pre-Submission Uploads

As a reminder, the following attachments need to be uploaded under the Pre-Submission Uploads section of the Grants Gateway in order to submit an application in the system.

1. Letter of Interest (Attachment 7). This attachment is optional.

2. Application Cover Page (Attachment 8)
3. Minority & Women-Owned Business Enterprise (MWBE) Requirement Forms (Attachment 9)
4. Vendor Responsibility Attestation (Attachment 10)
5. List of Organizational Board of Directors (Attachment 11)
6. Budget Template (Attachment 13)
7. Job Descriptions (Attachment 15)
8. Fringe Benefit Rate Worksheet (Attachment 16)

- <u>Program Specific Questions</u>

In this section, the Applicant will provide information on a variety of activities required under the Work Plan to administer the EWPHCCS grant activities. The Applicant will provide information on its experience and should report how it proposes to manage each aspect.

1. Program Summary *(Maximum Score: 4 points)*

   The Program Summary is the opportunity for the Applicant to summarize the proposed project or service, including objectives to meet the stated goals. In this section, applicants will:

   a. Describe the proposed project for which the organization is requesting funding, including the project's goals, proposed strategies/services/activities, and ability to implement the EWPHCCS Champion and Farm to Preschool interventions as outlined in this RFA. All information in the Program Summary should be substantiated in the Application. Upload is limited to no more than two pages and must be a non-secured/non-password protected PDF. Points may be deducted if the length exceeds the two page limit.

2. Statement of Need *(Maximum Score: 10 points)*

   In this section, the Applicant will describe the proposed region to be served.

   a. Describe the need for EWPHCCS and Farm to Preschool in the region identified, including an explanation of which centers may be considered higher need than others in the region.

   b. Describe the anticipated challenges of implementing the EWPHCCS Champion initiative and Farm to Preschool projects in the region and how the agency proposes to address those challenges.

   c. Describe the cultural and language needs of the populations in the proposed region and describe your organization's ability to meet those needs.

3. Applicant Organization *(Maximum Score: 10 points)*

   In this section, the Applicant will provide information on the organization applying for this funding opportunity. Include the following information:

   a. Describe the organization's experience administering three separate grant funded contracts exceeding $100,000, including the EWPHCCS grant and any other

Supplemental Nutrition Assistance Program Education (SNAP-Ed) funded grant(s). Include the length of time your organization has administered these grants.

b. Demonstrate a minimum of five (5) years of experience working with Child and Adult Care Food Program (CACFP) participating child care centers serving the preschool population within the selected region.

c. Describe the organization's experience in working with child care centers to change the center's nutrition or wellness policies.

d. Describe the organization's experience working with CACFP and/or SNAP.

e. Upload a proposed Organizational Chart (non-secured/non-password protected PDF) that clearly indicates the hierarchy within the agency and identify key positions/staff associated with the proposed EWPHCCS grant, including the EWPHCCS RD(s), Farm to Preschool Coordinator(s), Center Recruitment Coordinator(s), and Project Manager(s). The proposed location(s) of the EWPHCCS funded staff and supervisory oversight must be clearly indicated.

f. Using Attachment 11 (List of Organizational Board of Directors), provide a complete list of the members of the Board of Directors with contact information and upload a non-secured/non-password protected PDF in the Pre-Submission Uploads section of the Grants Gateway. *(Not Scored)*

4. Program Activities *(Maximum Score: 56 points)*

In this section, the Applicant will provide information on a variety of activities required under the Work Plan to administer the EWPHCCS grant activities. The Applicant will provide information on its experience and should report how it proposes to manage:

a. Grant administration: Describe how the agency will assume responsibility for oversight and management of all EWPHCCS contracted operations.

b. Grant administration: Describe how the agency will establish and maintain internal controls and quality assurance procedures to ensure program integrity.

c. Grant administration: Describe how the agency will adhere to training, program monitoring, and data collection requirements for all EWPHCCS grant funded staff in compliance with NYSDOH direction.

d. Grant administration: Describe how the agency will maintain and secure inventory in accordance with NYSDOH direction.

e. Financial accountability: Describe how the agency will maintain a financial management system that ensures accountability for all EWPHCCS expenses paid and funds received.

f. Financial accountability: Describe the frequency in which the agency will assess the need for budget modifications, how the agency will establish annual proposed budgets and related cost allocations, as well as how the agency will request budget

modifications as necessary.

g. Financial accountability: Describe how the agency will submit monthly vouchers in compliance with NYSDOH direction, including supplying supporting documentation for all expenses paid.

h. Financial accountability: Describe how the agency will maintain a time and effort reporting system for full-time and part-time staff funded by the grant, including tracking earnings and usage of paid time off accruals.

i. Financial accountability: Describe how the agency will provide in-kind services and support to maintain EWPHCCS operations, as needed. Please also describe the agency's financial ability to support a reimbursement-based grant, i.e. the ability to pay grant expenses, then get reimbursed by the Department for those expenses.

j. Record and reports: Describe how the agency will maintain all records and reports of EWPHCCS grant funded activities in compliance with the Department and/or USDA requirements.

k. Staffing and deliverables: Describe how the agency will recruit, hire or assign, train, and maintain the required program staffing outlined in the RFA, i.e. EWPHCCS RD(s), Farm to Preschool Coordinator(s), Center Recruitment Coordinator(s), and Project Manager(s). Also describe how vacant positions will be covered within the organization to avoid any gaps in services until a replacement is hired.

l. Staffing and deliverables: Referencing the chart on page 7 of this RFA which outlines the program staffing by region, indicate the number of full-time RDs your agency is proposing to implement the Champion initiative. If your agency is requesting to subcontract, then be sure to also reflect the number of full-time RDs being requested by the subcontractor. Upload the EWPHCCS RD job description to the pre-submission upload section of the Grants Gateway.

m. Staffing and deliverables: Referencing the chart on page 7 of this RFA which outlines the program staffing by region, indicate the number of full-time Farm to Preschool Coordinators your agency is proposing to implement the Farm to Preschool initiative. If your agency is requesting to subcontract, then be sure to also reflect the number of full-time Farm to Preschool Coordinators being requested by the subcontractor. Upload the Farm to Preschool Coordinator job description to the pre-submission upload section of the Grants Gateway.

n. Staffing and deliverables: Referencing the chart on page 7 of this RFA which outlines the program staffing by region, indicate the number of FTE Center Recruitment Coordinators being proposed. If your agency is requesting to subcontract, then be sure to also reflect the number of FTE Center Recruitment Coordinators being proposed by the subcontractor(s). Upload the Center Recruitment Coordinator job description to the pre-submission upload section of the Grants Gateway.

o. Staffing and deliverables: Referencing the chart on page 7 of this RFA which outlines the program staffing by region, indicate the number of FTE Project Managers being proposed. If your agency is requesting to subcontract, then be sure to also reflect the

number of FTE Project Managers being proposed by the subcontractor(s). Upload the Project Manager job description to the pre-submission upload section of the Grants Gateway.

p. <u>Champion intervention implementation</u>: Describe how the agency will implement each aspect of the Champion intervention as outlined in section III.A.5. of the RFA.

q. <u>Farm to Preschool intervention implementation</u>: Describe how the agency will implement each aspect of the Farm to Preschool intervention as outlined in section III.A.6. of the RFA.

r. <u>Space and accessibility</u>: Describe how the agency will address the space and accessibility requirements outlined in section III.A.7. of the RFA.

5. Budget *(Maximum Score: 20 points)*

With an October 1, 2022 start date, the Applicant must submit a 12-month budget for Year 1 with consideration given to all costs necessary to fully support EWPHCCS operations as described in this application.

Applicants will use Attachment 12 (Budget Requirements) to complete the Year 1 budget using Attachment 13 (Budget Template). Upload a separate Attachment 13 workbook for Year 1 to the Pre-submission Upload section of the Grants Gateway. Applicants will use Attachment 18 (Grants Gateway Vendor User Manual) to facilitate completion of the EWPHCCS Budget section in the Grants Gateway using the Year 1 budget as uploaded to the Pre-submission Upload section.

Please note: An application cannot be submitted unless the Expenditure Budget is also completed in the Grants Gateway Forms Menu.

- The budget request should be clear, accurate, complete and in alignment with the activities to be conducted as described in the RFA.

- All budget items must relate directly to the provision of EWPHCCS and be consistent with the scope of services outlined in the RFA.

- All costs submitted must be justified with an accompanying narrative and allowable under state and federal guidelines.

- Personal service positions must relate directly to the proposed services listed in the RFA. List the annual salaries of staff that will be working on the project and the corresponding percentages of their time that will be spent working on EWPHCCS activities.

- The budget request must reflect the total amount of funding available for the region.

- Indirect costs are not allowable.

- Direct costs may include budget costs for Personal Service, Fringe Benefits, Space, Program Operations, Travel, Equipment, and Operating Expenses.

- The budget should include all subcontracting/consultants (if applicable) with contractual amounts and methodologies. All subcontractors and/or consultants must be approved by Department prior to the start of the work.

- Administrative costs will be limited to a maximum of 15% of total direct costs.

- Expenditures will not be allowed for the purchase of major pieces of depreciable equipment or remodeling or modification of structure.

THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFA. THESE FUNDS MAY NOT BE USED TO SUPPLANT FUNDS FOR CURRENTLY EXISTING STAFF ACTIVITIES.

Any ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items. The grant award will be modified to reflect removal of the ineligible items and adherence to required budget items.

It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the date and time posted on the cover of this RFA. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

6. Workplan

This RFA has a Grant Opportunity Defined Work Plan set in the Grants Gateway. The Objectives, Tasks, and Performance Measures cannot be removed from the Work Plan. The applicant will adhere to the implementation of Work Plan activities per the standardized Work Plan.

For the Grants Gateway Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in Attachment 23 (Standard Work Plan). In the Grants Gateway Work Plan Organizational Capacity section, applicants are instructed to list this as "not applicable." Any additional Project Summary or Organizational Capacity entered in to these areas will not be considered or scored by reviewers of your application.

It is the applicant's responsibility to ensure that all materials included in the application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the date and time posted on the cover of this RFA. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

B. Freedom of Information Law

All applications may be disclosed or used by NYSDOH to the extent permitted by law. NYSDOH may disclose an application to any person for the purpose of assisting in evaluating the application or for any other lawful purpose. All applications will become State agency records, which will be available to the public in accordance with the Freedom of Information Law. **Any portion of the application that an applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and**

specifically designated in the application. If NYSDOH agrees with the proprietary claim, the designated portion of the application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

C. Review & Award Process

Applications meeting the guidelines set forth above will be reviewed and evaluated competitively by the New York State Department of Health, Division of Nutrition, Bureau of Child and Adult Care Food Programs, Eat Well Play Hard in Child Care Settings program. Applications that do not meet minimum eligibility criteria (PASS/FAIL) will not be evaluated.

The value assigned to each section indicates the relative weight that will be given in scoring the Application.

1. Cover Page   Not Scored
2. Executive Summary   4%
3. Statement of Need   10%
4. Organizational Experience   10%
5. Program Activities   56%
6. Budget   20%

Applications with minor issues (missing information that is not essential to timely review and would not impact review scores) MAY be processed, at the discretion of the State, but all issues need to be resolved prior to time of award. An application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

Applications that fail to meet the minimum eligibility criteria will be omitted from consideration.

1. Applications meeting the minimum eligibility criteria as outlined in this RFA will be reviewed and scored by a team of trained Department reviewers using a standardized review tool developed specifically for this RFA.
2. An application must have a minimum score of 70% to be considered for funding.
3. The application with the highest passing score in each region will be awarded funding.
4. Only one award will be made in each region.
5. Awards will be made for the total funding amount available for each region.
6. In the event of a tie score, the applicant with a higher score in the Program Activities section of the application will break the tie.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded based on percentage of total funding rather than by a defined amount by contract. For example, the total amount of funding modification will be applied at the percentage of award as outlined in the table below:

	Region						
	Long Island	**NYC**	**LHV**	**Capital**	**Central**	**Western**	**Totals**
Total Award Amount:	$160,000	$1,414,765	$235,000	$200,000	$228,960	$305,281	$2,544,006
% of Available Funding:	6.29%	55.61%	9.24%	7.86%	9.00%	12.00%	100.00%

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, budget modifications must reflect costs to support EWPHCCS operations in alignment with the activities to be conducted as described in this RFA.

Once an award has been made, applicants may request a debriefing of their application (whether their application was funded or not funded). Please note the debriefing will be limited only to the subject application and will not include any discussion of other applications. Requests must be received no later than fifteen (15) calendar days from date of award or non-award announcement.

To request a debriefing, please send an email to Lisa Borden at EWPH.RFA@health.ny.gov. In the subject line, please write: *Debriefing Request (Eat Well Play Hard in Child Care Settings RFA)*.

In the event unsuccessful applicants wish to protest the award resulting from this RFA, applicants should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp. (Section XI. 17.)

VI. Attachments

Please note that certain attachments are accessed under the "Pre-Submission Uploads" section of an online application and are not included in the RFA document. In order to access the online application and other required documents such as the attachments, prospective applicants must be registered and logged into the NYS Grants Gateway in the user role of either a "Grantee" or a "Grantee Contract Signatory".

Attachment 1:	Champion Intervention Flow Chart**
Attachment 2:	Champion Intervention Set Up Checklist**
Attachment 3:	Champion Intervention Implementation Checklist**
Attachment 4:	Champion Intervention Post Implementation Checklist**
Attachment 5:	Farm to Preschool Intervention Flow Chart**
Attachment 6:	Farm to Preschool Checklist**
*Attachment 7:	Letter of Interest
*Attachment 8:	Application Cover Page
*Attachment 9:	Minority & Women-Owned Business Enterprise (MWBE) Forms
*Attachment 10:	Vendor Responsibility Attestation
*Attachment 11:	List of Organizational Board of Directors
Attachment 12:	Budget Requirements**
*Attachment 13:	Budget Template
*Attachment 14:	FFY22 USDA SNAP-Ed Guidance**
*Attachment 15:	Job Descriptions
*Attachment 16:	Fringe Benefit Rate Worksheet
Attachment 17:	EWPHCCS Monthly Travel and Expense Log**
*Attachment 18:	Grants Gateway Vendor User Manual**
Attachment 19:	Farm to Preschool Center Toolkits**
Attachment 20:	Champion Implementation Toolkit**
Attachment 21:	Champion Center Sustainment Toolkit**
Attachment 22:	Farm to Preschool Coordinator Supplies**
Attachment 23:	Standard Work Plan**

*These attachments are located/included in the Pre-Submission Upload section of the Grants Gateway online application.

**These attachments are for reference only.

Eat Well Play Hard in Child Care Settings

Implementation (12 weeks)
(i.e. weeks 3-14)

RD meets with **Champion Work Group** to facilitate policy development and provide technical assistance during teacher-led lesson weeks. RD updates the **Goal Tabs of the Champion Progress Report** and collects **Work Group Sign-in Sheets**.

RD conducts **child lessons and family workshops** during alternating weeks from the Teacher-led lessons (see below).

RD conducts **classroom observations** during Teacher-led lessons and collects all **menus and FPRs** throughout the implementation phase.

RD provides materials and **technical assistance** to teachers, updates **Biweekly Check-In and Formal Classroom Observation** tabs of the **Champion Progress Reports** and **takes photos** of PSE changes and related activities.

Teachers complete and submit **Champion Teacher-led Session Details** worksheets biweekly.

RD conducts the *Healthy Kids It's Up to Us* **Staff Workshop Series** during Teacher-led lesson weeks:
1. *Happy Healthy Mealtimes*
2. *Wellness 101 for Everyone*
3. *Fitness is Fun*

RD **promotes family workshops** to actively engage parents.

RD helps the Champion Work Group plan a recognition or celebration activity to implement during the Next Steps Phase.

RD collects **post-intervention** *Champion Preschool Classroom Surveys* during week 13 or 14.

Set Up (1-2 weeks)
(i.e. weeks 1 & 2)

RD meets with center director.

Center director identifies a Champion Coordinator.

RD facilitates **Planning Meetings**.

RD works with the director and Champion coordinator to initiate and recruit members for the Champion Work Group.

RD helps the center hold the first **Champion Work Group meeting**.

RD collects pre-intervention evaluation materials:
- Existing **menus & Food Production Records (FPRs)** from previous month
- Existing **policy manual**
- **Pre-intervention** *Champion Preschool Classroom Surveys*
- *Best Practices: What's Your Policy* pre-intervention assessment
- Best Practices **Action Plan worksheet**

RD updates the **Goal Tabs of the Champion Progress Report** and collects **Work Group Sign-in Sheets**.

RD conducts **staff orientation** (i.e. staff marketing session).

RD conducts **family workshop marketing** session.

Next Steps
(1-2 weeks post-implementation)
(i.e. weeks 15 & 16)

RD conducts **wrap up meeting with Champion workgroup** to plan next steps and schedule the follow-up visit. RD updates the **Goal Tabs of the Champion Progress Report.**

RD also collects:
- **Work Group Sign-in Sheets**
- **Menus and FPRs** that haven't already been collected during the implementation phase

RD helps center finalize plans for **recognition and celebration activities**.

Follow-Up
(3 months post-implementation)

RD meets virtually with director and Champion Work Group. RD updates the **Goal Tabs of the Champion Progress Report.**

RD collects:
- **Work Group Sign-in Sheets**
- **Menus and FPRs** from previous month

RD helps center schedule the Center-Based Refresher.

Center-Based Refresher
(6 months post-implementation)

RD conducts the staff workshop, "Healthy Kids, Let's Keep It Going!" RD updates the **Goal Tabs of the Champion Progress Report.**

RD also collects:
- Current **policy manual**
- **Work Group Sign-in Sheets**
- Current **menus and FPRs** from previous month
- *Best Practices: What's Your Policy* post-intervention assessment
- If identifying new goals to work toward, complete Best Practices **Action Plan worksheet**

(weeks 3,5,7,9,11,13)   (weeks 4,6,8,10,12,14)

RD-led Child Lessons & Family Workshops

Teacher-led Child Lessons & 3 RD-led Staff Workshops

RD-led Lessons	Teacher-led Child Lesson
Food Mood	**Food Mood**
Vary Your Veggies	**Vary Your Veggies**
Flavorful Fruit	**Flavorful Fruit**
Dairylicious	**Dairylicious**
Smart Snacking	**Smart Snacking**
Fitness is Fun	**Fitness is Fun**

Rev. 05.03.21

Eat Well Play Hard in Child Care Settings

Set Up Phase
Checklist

EWPHCCS Champion Initiative	
Center Name:	CACFP #:
Mailing Address:	

Director Name: _____

   Phone: _____ Ext.:_____
Fax: _____
E-mail: _____

Champion Coordinator: _____
Title: _____

   Phone: _____ Ext.: _____
Fax: _____
E-mail: _____

FOOD ALLERGIES/CONCERNS:	**LANGUAGE NEEDS:**
OTHER:	

Recruitment   4-6 weeks *Before* the Set-Up Phase

❑ After the RD receives initial approval of the center selection via the Center Selection Request Form (see the **Center Selection Procedure**), the RD will call the center to determine their interest in receiving the intervention during the timeframe sought. As part of this recruitment phase, the RD should use the **Center Recruitment Cover Letter** with the **Champion Center Application**. The RD will need to customize these documents with their organization name and contact information.

❑ During the initial phone call and/or email with the center director, the RD should explain the program, assess the center's interest and obtain their contact information. Also, the RD should work with the center Director to complete the Champion Center Application.

❑ RDs should follow up by sending an email with the **Champion Center Registration** and **Information Sheet** attached requesting the center director complete, scan and email the Registration back to the RD. Let the director know when you receive the Champion Center Registration and make sure the director understands that evaluation materials will be routinely collected, including Food Production Records (FPRs)/Daily Delivery Invoices (DDIs).

Page 2 of the Registration form includes a section relating to food service. Regardless of the source of meals and snacks, either FPRs or DDIs will be collected. Reviewing the responses in this section with the director is a prime opportunity to communicate the importance of collecting these materials and to make sure the center is willing to commit to providing them to you on a routine basis throughout the intervention.

Please keep in mind the tips below for fielding questions about the need to collect FPRs/DDIs:
- The materials collected are used solely to guide EWPHCCS Champion program planning to strengthen and improve the effectiveness of the initiative.
- FPRs/DDIs, in combination with center menus and nutrition related policies, are the tools used to assess the impact of the Champion intervention at the center-level. We specifically use the FPRs/DDIs to measure the changes in the types and/or colors of vegetables and/or fruits served. This helps program management to directly measure changes in relation to the menu best practice goal(s) centers chose to work toward.

- Missing FPRs/DDIs impacts the reliability of program data. Centers that do not submit FPRs/DDIs will not be represented in our analysis, which reduces the sample size (i.e. number of centers) that can be used in the evaluation.
- The EWPHCCS Champion initiative is SNAP-Ed funded. SNAP-Ed requires the use of evidence-based programming. If we can't obtain the FPRs/DDIs, then we can't evaluate the impact the initiative is having on menu change. Any lack of "evidence" could affect continued funding of this initiative and signify a reduction in the resources/services available.

After reviewing the completed registration with the center director, be sure to confirm the center's willingness to actively participate in the initiative within the timeframe for which you are scheduling.

❑ Once the RD confirms a center's interest, the RD(s) should add the necessary information to the final Center Selection Request form in coordination with his/her Program Manager. Once the Program Manager has compiled a comprehensive list for all EWPHCCS RDs needing to confirm new centers to start in within the next four to six weeks, he or she will submit it to their EWPH Contract Manager. See the **Center Selection Procedure** for details.

❑ After the center is confirmed, the RD should contact the center to:
  o Help the center identify/assign a Champion Coordinator who will be able to actively participate in Champion Work Group meetings and oversee activities including PSE development.
  o Schedule Planning Meeting #1 – Communicate that required participants include the center Director and Champion Coordinator. The center Director may choose to invite additional participants as well.
  o Inform the Center Director that the RD will need to collect the following pre-intervention evaluation materials before or during Planning Meeting #1:
    ▪ Existing menus and corresponding food production records (FPR) from previous month
    ▪ Existing policy manual

Set-Up Phase   2 Weeks

Planning Meeting #1   Date:

RD meets with the center Director, Champion Coordinator and any additional participants invited to accomplish the following tasks:

❑ RD collects the documents below (if not already received):
  o Existing menus and corresponding food production records (FPR) from previous month - One full month of current menus (i.e. meals & snacks) with corresponding CACFP Food Production Records.
  o Existing policy manual – All policies including any current nutrition, physical activity, health, and wellness related policies.

❑ RD explains the implementation model using the **Center-Based (Champion) Initiative Flow Chart** and the **Champion Center Timeline** for reference.

❑ RD assists the center Director and Champion Coordinator in forming a center-based Champion Work Group. Identified participants must be committed to goal setting and the development and implementation of action plans.

❑ RD reviews Champion Work Group participant roles:
  o Center Director – takes a leading role to promote the initiative and ensure staff participation.
  o Champion Coordinator – ensures space is available and appropriate staff are involved in related activities; oversees goal setting, action plans and policy development of Champion Work Group.

- o Preschool Classroom Teachers – conduct a minimum of six child lessons per classroom; attend staff trainings; and participate in the Champion Work Group, as appropriate.
- o Cook(s) and Food Service Staff – actively participate in Planning Meeting #2 and attend staff orientation and staff workshops; assist with purchasing, storage and preparation of food discovery snacks during teacher-led lessons; and actively participate in Champion Work Group meetings as appropriate.
- o Others as assigned by center Director or Champion Coordinator

❑ RD introduces the **Champion Preschool Classroom Survey** and explains that each preschool teacher should complete the survey for their classroom and submit it to the Champion Coordinator *before* Planning Meeting #2.

❑ RD issues **Child Enrollment/Attendance Forms** and explains that each preschool teacher should complete the form for his or her classroom and return it to the RD *before* Planning Meeting #2.

❑ RD introduces the **Best Practices: *What's Your Policy?*** assessment and helps those in attendance:
- o Understand how the center will use the completed Champion Preschool Classroom Surveys to complete the assessment
- o Determine who will complete the assessment, e.g. the center Director, the Champion Work Group, or the Champion Coordinator
- o Identify next steps for completing the Best Practices: *What's Your Policy?* pre-intervention assessment *before* Planning Meeting #2 or during the first Champion Workgroup meeting

❑ RD helps to schedule the Planning Meeting #2

[Insert Scheduled Date: Planning Meeting #2]: _____

❑ RD works with the center Director and Champion Coordinator to schedule the Staff Orientation(s) (i.e. Staff marketing session)

[Insert Scheduled Date: Staff Orientation(s)]: _____

❑ RD works with the center Director and Champion Coordinator to schedule the Family Marketing session(s). Family Marketing sessions are generally held approximately one week *before* the first family workshop.

[Insert Scheduled Date: Family Marketing Session]: _____ Location _____ Time _____

❑ RD tours the center to assess space availability for family and staff workshops, areas for food storage and preparation, classroom environments, etc.

Planning Meeting #2   Date:

RD meets with the center Director, Champion Coordinator, preschool teachers, cooks/food service staff, and any additional participants invited to accomplish the following tasks:

❑ RD collects the documents below (if not already received):
- o Completed Champion Preschool Classroom Surveys
- o Completed Child Enrollment/Attendance Forms

❑ The RD works with the center Director, Champion Coordinator, preschool teachers, and cooks/food service staff to develop a schedule for RD-led child lesson and family workshop implementation. Please keep in mind that family workshops are commonly conducted the same day as RD-led child lessons.

RD-led Session Dates: _____ _____ _____ _____ _____ _____
                            1   2   3   4   5   6

FOOD MOOD # Classrooms: Times:	VARY YOUR VEGGIES #Classrooms: Times:	FLAVORFUL FRUIT # Classrooms: Times:
Parent Workshop Time: _____ Location:	Parent Workshop Time: _____ Location:	Parent Workshop Time: _____ Location:

DAIRYLICIOUS # Classrooms: Times:	SMART SNACKING #Classrooms: Times:	FITNESS IS FUN # Classrooms: Times:
Parent Workshop Time: _____ Location:	Parent Workshop Time: _____ Location:	Parent Workshop Time: _____ Location:
Recruitment methods used for parent workshops include (circle): posters flyers social media Other:		

❑ The RD works with the center Director, Champion Coordinator, preschool teachers, and cooks/food service staff to develop a schedule for teacher-led child lessons. Teacher-led child lessons are usually conducted the same day and time each week as agreed upon by the cook and preschool teachers.

Teacher-led Session Dates: _____ _____ _____ _____ _____ _____
                                  1   2   3   4   5   6

FOOD MOOD Classroom: Time: Food Discovery Activity:	VARY YOUR VEGGIES Classroom: Time: Food Discovery Activity:	FLAVORFUL FRUIT Classroom: Time: Food Discovery Activity:
DAIRYLICIOUS Classroom: Time: Food Discovery Activity:	SMART SNACKING Classroom: Time: Food Discovery Activity:	FITNESS IS FUN Classroom: Time: Food Discovery Activity:

❑ The RD works with the center Director, Champion Coordinator, preschool teachers, and cooks/food service staff to identify a plan to ensure food items for the teacher-led Champion lessons and food discovery activities will be available, including:
   o Finalizing snack menus to be consistent with food discovery activities
   o Confirming that Champion toolkit supplies and equipment, such as child size serving utensils, can be cleaned and stored in the kitchen area

❑ The RD distributes the **Champion Family Introduction Letter** to preschool teachers to send home to the families of children in their classrooms.

❑ The RD distributes a portion of the Implementation Toolkit to the center including:
   • USDA Team Nutrition *Wellness Tips for Young Children*.
   • Child sized serving utensils to support family style meal service (3 sets for each preschool classroom)
   • Flexible cutting mats for teacher demonstrations (1 per each preschool classroom)

❑ RD works with the center Director and Champion Coordinator to develop a schedule for the staff workshops:

- ▪ Wellness 101   Date_____ Time (1 hr.): _____
- ▪ Happy, Healthy Mealtimes   Date_____ Time (1 hr.): _____
- ▪ Fitness Is Fun   Date_____ Time (1 hr.): _____

❑ RD works with the center Director and Champion Coordinator to develop a schedule for Champion Work Group Meetings during the Implementation Phase

[Insert Scheduled Date(s): Champion Work Group Meetings]: **_____**

Staff Orientation(s)   Date:

❑ The RD distributes and collects completed **Staff Enrollment Forms** from all staff in attendance.

❑ The RD distributes, collects, and maintains **Staff Workshop Sign-in Sheets**.

❑ The RD conducts the All Staff orientation(s) for all center staff using the:
- o Staff Orientation Lesson Plan
- o Staff Orientation PowerPoint

❑ The RD conducts the Champion Intervention Introduction for all preschool teachers using the:
- o Preschool Teacher Orientation Lesson Plan
- o Preschool Teacher Orientation PowerPoint

Family Workshop Marketing   Date:

❑ In preparation for the Family Marketing Session(s), RD plans accordingly to:
- o Bring and display the "And Justice for All" poster*
- o Bring and display the SNAP-Ed poster*
- o Bring and display the poster of scheduled Family Workshop dates
- o Provide a recipe tasting and distribute the corresponding recipe
- o Bring and display examples of free items distributed to parents following attendance at family workshops

❑ RD conducts the Family Marketing Session(s) at the date(s), time(s), and location(s) identified as part of Planning Meeting #1. Refer to Champion Handbook for marketing ideas and templates.

First Champion Work Group Meeting   Date:

RD meets with the center Director, Champion Coordinator and other Champion Work Group members to accomplish the following tasks:

❑ The RD distributes, collects, and maintains the Champion **Work Group Sign-in Sheets**.

❑ The Best Practices: *What's Your Policy?* assessment is introduced to the team. If it was completed *before* this meeting, then the results will be shared with the team. If the team was identified as the entity to complete the Best Practices: *What's Your Policy?* assessment, then the team will do so during this meeting using the current policy manual and the Champion Preschool Classroom Surveys to complete the assessment.

- ❑ The RD:
  - o Facilitates a discussion with the Champion Work Group regarding the results of the Best Practices: *What's Your Policy?* assessment
  - o Uses the **Best Practices Action Plan** worksheet to help the Work Group identify actions to implement and achieve the goals selected.
  - o Transfers the action steps from the Best Practices Action Plan worksheet to the Goal tabs of the **Champion Center Progress Report** for use during remaining Champion Work Group meetings.
  - o Refers to RD Handbook for policy development tools and resources

Evaluation Materials

- ❑ RD emails scanned copies of pre-intervention evaluation materials, with a completed **cover sheet**, to the EWPH Fiscal BML within two weeks of collection, including:
  - o Existing menus and corresponding food production records (FPR) from previous month
  - o Existing policy manual
  - o Completed Champion Preschool Classroom Surveys
  - o Completed Best Practices: *What's Your Policy?* assessment
  - o Completed Best Practices Action Plan worksheet
  - o Completed Champion Work Group Sign-in Sheet

Eat Well Play Hard in
Child Care Settings

Implementation Phase

Checklist

EWPHCCS Champion Initiative	
Center Name:	CACFP #:
Mailing Address	

Director Name: _____	Champion Coordinator: _____
Phone: _____ Ext.: _____	Title: _____
Fax: _____	Phone: _____ Ext._____
E-mail: _____	Fax: _____
	E-mail: _____

FOOD ALLERGIES/CONCERNS:	LANGUAGE NEEDS:
OTHER:	

Implementation   12 Weeks

Direct Education

❑ RD refers to the **Set-Up Checklist** for scheduled dates of child, parent and staff workshops

❑ RD conducts six child lessons in preschool classrooms and six family (i.e. parent, guardian, caretaker) workshops during alternating weeks of the six preschool teacher-led child lessons in classrooms

❑ RD conducts three center-wide workshops for all center staff:
  o Wellness 101 for Everyone
  o Happy Healthy Mealtimes
  o Fitness is Fun

❑ RD refers to the following checklists for units 1 – 6 for child classroom activities

Technical Assistance for the Classroom

RDs will accomplish the following tasks as related to the provision of technical assistance in preschool classrooms:

❑ RD models best practices for preschool teachers while conducting the RD-led child lessons in the classroom

❑ RD mentors preschool teachers while conducting classroom observations during teacher-led lessons

❑ RD completes the Biweekly Center Check-in tab of the **Champion Center Progress Report** following one classroom observation and submit to their Program Manager and CACFP Contract Manager biweekly

❏ RD visits with the remaining preschool classroom teachers during the week of the teacher-led lessons to answer questions, offer support, discuss highlights and challenges and will document their notes in the Biweekly Center Check-in tab of the Champion Center Progress Report

❏ RD reviews **Teacher Session Details** forms as completed by preschool teachers following the teacher-led classes and provide technical assistance, as needed

Technical Assistance for the Champion Work Group

RDs will accomplish the following tasks as related to the provision of technical assistance for the Champion Work Group regarding PSE change:

❏ RD distributes, collects, and maintains the Champion **Work Group Sign-in Sheets**.

❏ RD facilitates and advises Champion work group meetings with key center staff and Champion coordinator to advance best practice goals, policies and action plans.

❏ RD utilizes the **Work Group Action Plan Monitoring Tool** to document progress toward the completion of actions steps, successes, challenges, and next steps toward Champion goal attainment

❏ RD refers to Champion Handbook and/or the **Table of Contents** for policy development tools and resources

Date: _____ **RD-led Child Lesson**   Date: _____ **Teacher-led Child Lesson**

Direct Education (Child):
- ❑ RD conducts the child lesson, including the nutrition, food discovery and movement activity, as outlined on the **Preschool Classroom Planning Guide**
- ❑ RD collects the completed **Child Enrollment & Attendance Form** for data entry into the Web App
- ❑ RD gives teachers:
  - o *Please Say Please! Penguin's Guide to Manners* by Margery Cuyler to keep for use in the classroom
  - o *Parent Pages* to send home with children today
  - o Small *Cook and Eat Together* poster

Technical Assistance for the Classroom:
- ❑ RD provides the preschool teachers with the activities for the teacher-led lesson the following week as outlined on the Preschool Classroom Planning Guide, including:
  - o *I Wonder* Poem
  - o Placemat Handout (one for each child)
  - o *Senses* Picture Card
  - o Fruit Picture Cards
  - o Vegetable Picture Cards
- ❑ RD distributes copies of the *Dear Family* Letter to preschool teachers to send home with children after the teacher-led lesson the following week
- ❑ RD distributes the **Teacher Session Details** form for the teacher to complete after the teacher-led lesson the following week
- ❑ Schedule and/or confirm the classroom observation with one preschool classroom teacher for the following week

Direct Education (Parent):
- ❑ RD conducts the Family Workshop according to the **Lesson Plan**
- ❑ RD collects the completed **Family Enrollment Forms** and **Family Workshop Sign-in Sheet** for data entry into the Web App
- ❑ RD distributes Handouts and makes the Take Home Items outlined in the Lesson Plan available to participants
- ❑ RD distributes palm card as a reminder for the next scheduled Family Workshop

Technical Assistance for the Champion Work Group:
- ❑ RD confirms with the Champion Coordinator and/or the Cook that foods will be available for the Teacher-led food discovery as part of a CACFP creditable snack the following week
- ❑ RD confirms the next date of the Champion Work Group

Evaluation Materials (& Data Entry):
- ❑ RD enters session data (i.e. Direct Education) into the Web App

Technical Assistance for the Classroom:
- ❑ RD conducts a classroom observation with one preschool classroom, including the Food Discovery Activity, and completes the **Champion Center Progress Report** accordingly
- ❑ RD visits with the remaining preschool classroom teachers, provides technical assistance for Champion activities and completes the Champion Center Progress Report accordingly

Technical Assistance for the Champion Work Group:
- ❑ RD visits the Cook to discuss what worked well with the Champion snack for the Food Discovery Activity and to help troubleshoot any challenges encountered
- ❑ RD distributes, collects, and maintains the Champion Work Group Sign-in Sheets.
- ❑ RD facilitates and advises Champion work group meetings with key center staff and Champion coordinator to advance best practice goals, policies and action plans.
- ❑ RD utilizes the Work Group Action Plan Monitoring Tool to document progress toward the completion of actions steps, successes, challenges, and next steps toward Champion goal attainment
- ❑ RD refers to Champion Handbook and/or the Table of Contents for policy development tools and resources

Direct Education (Staff):
- ❑ RD conducts the Staff Workshop according to the **Lesson Plan**
- ❑ RD collects the completed Staff Enrollment and Attendance Sheet for data entry into the Web App

Family Marketing:
- ❑ RD reminds preschool teachers to promote the parent workshop that is scheduled for the following week
- ❑ RD provides Family Workshop Poster or Flyer

Evaluation Materials (& Data Entry):
- ❑ RD enters session data for RD-led staff workshops and teacher-led lessons into the Web App
- ❑ RD takes photos of Food Discovery Activities as CACFP reimbursable snacks and submits to their Program Manager and Contract Manager
- ❑ RD submits the Champion Center Progress Report to their Program Manager and Contract Manager
- ❑ RD collects current menus and FPRs and submits them to their Program Manager and CACFP Contract Manager

NOTES

Date: _____ RD-led Child Lesson

Direct Education (Child):
- ❑ RD conducts the child lesson, including the nutrition, food discovery and movement activity, as outlined on the Preschool Classroom Planning Guide
- ❑ RD collects the completed Child Enrollment & Attendance Form for data entry into the WebApp
- ❑ RD gives teachers:
  - o *Up, Down and Around* by Katherine Ayres to keep for use in the classroom
  - o *Parent Pages* to send home with children today
  - o Small *Eat Colorful Fruits & Vegetables* poster

Technical Assistance for the Classroom:
- ❑ RD collects the Teacher Session Details form from the preschool teachers as completed following the teacher-led lesson the previous week
- ❑ RD provides the preschool teachers with the activities for the teacher-led lesson the following week as outlined on the Preschool Classroom Planning Guide, including:
  - o Vegetable Picture Cards (already provided to teacher as part of Food Mood)
  - o *Let's Pretend to Be a Seed* Cue Card
- ❑ RD distributes copies of the *Dear Family* Letter to preschool teachers to send home with children after the teacher-led lesson the following week
- ❑ RD distributes the Teacher Session Details form for the teacher to complete after the teacher-led lesson the following week
- ❑ Schedule and/or confirm the classroom observation with one preschool classroom teacher for the following week

Direct Education (Parent):
- ❑ RD conducts the Family Workshop according to the **Lesson Plan**
- ❑ RD collects the completed Family Enrollment Forms and Family Workshop Sign-in Sheet for data entry into the Web App
- ❑ RD distributes Handouts and makes the Take Home Items outlined in the Lesson Plan available to participants
- ❑ RD distributes palm card as a reminder for the next scheduled Family Workshop

Technical Assistance for the Champion Work Group:
- ❑ RD confirms with the Champion Coordinator and/or the Cook that foods will be available for the Teacher-led food discovery as part of a CACFP creditable snack the following week
- ❑ RD confirms the next date of the Champion Work Group

Evaluation Materials (& Data Entry):
- ❑ RD enters session data (i.e. Direct Education) into the Web App
- ❑ RD enters the data from the Teacher Session Details form into the Web App, as appropriate

Date: _____ Teacher-led Child Lesson

Technical Assistance for the Classroom:
- ❑ RD conducts a classroom observation with one preschool classroom, including the Food Discovery Activity, and completes the Champion Center Progress Report accordingly
- ❑ RD visits with the remaining preschool classroom teachers, provides technical assistance for Champion activities and completes the Champion Center Progress Report accordingly

Technical Assistance for the Champion Work Group:
- ❑ RD visits the Cook to discuss what worked well with the Champion snack for the Food Discovery Activity and to help troubleshoot any challenges encountered
- ❑ RD distributes, collects, and maintains the Champion Work Group Sign-in Sheets.
- ❑ RD facilitates and advises Champion work group meetings with key center staff and Champion coordinator to advance best practice goals, policies and action plans.
- ❑ RD utilizes the Work Group Action Plan Monitoring Tool to document progress toward the completion of actions steps, successes, challenges, and next steps toward Champion goal attainment
- ❑ RD refers to Champion Handbook and/or the Table of Contents for policy development tools and resources
- ❑ RD helps the Champion Work Group plan a recognition or celebration activity to implement during the Next Steps Phase

Direct Education (Staff):
- ❑ RD conducts the Staff Workshop according to the **Lesson Plan**
- ❑ RD collects the completed **Staff Enrollment and Attendance Sheet** for data entry into the WebApp

Family Marketing:
- ❑ RD reminds preschool teachers to promote the parent workshop that is scheduled for the following week
- ❑ RD provides Family Workshop Poster or Flyer

Evaluation Materials (& Data Entry):
- ❑ RD enters session data for RD-led staff workshops and teacher-led lessons into the Web App
- ❑ RD takes photos of Food Discovery Activities as CACFP reimbursable snacks and submits to their Program Manager and Contract Manager
- ❑ RD submits the Champion Center Progress Report to their Program Manager and Contract Manager
- ❑ RD collects current menus and FPRs and submits them to their Program Manager and CACFP Contract Manager

Date: _____ **RD-led Child Lesson**

Direct Education (Child):
- ☐ RD conducts the child lesson, including the nutrition, food discovery and movement activity, as outlined on the Preschool Classroom Planning Guide
- ☐ RD collects the completed Child Enrollment & Attendance Form for data entry into the Web App
- ☐ RD gives teachers:
  - o *Handa's Surprise* by Eileen Browne to keep for use in the classroom
  - o *Parent Pages* to send home with children today

Technical Assistance for the Classroom:
- ☐ RD collects the Teacher Session Details form from the preschool teachers as completed following the teacher-led lesson the previous week
- ☐ RD provides the preschool teachers with the activities for the teacher-led lesson the following week as outlined on the Preschool Classroom Planning Guide, including:
  - o Fruit Picture Cards (already provided to teacher as part of Food Mood)
  - o *A Trip to the Aquarium* Cue Card
- ☐ RD distributes copies of the *Dear Family* Letter to preschool teachers to send home with children after the teacher-led lesson the following week
- ☐ RD distributes the Teacher Session Details form for the teacher to complete after the teacher-led lesson the following week
- ☐ Schedule and/or confirm the classroom observation with one preschool classroom teacher for the following week

Direct Education (Parent):
- ☐ RD conducts the Family Workshop according to the **Lesson Plan**
- ☐ RD collects the completed Family Enrollment Forms and Family Workshop Sign-in Sheet for data entry into the Web App
- ☐ RD distributes Handouts and makes the Take Home Items outlined in the Lesson Plan available to participants
- ☐ RD distributes palm card as a reminder for the next scheduled Family Workshop

Technical Assistance for the Champion Work Group:
- ☐ RD confirms with the Champion Coordinator and/or the Cook that foods will be available for the Teacher-led food discovery as part of a CACFP creditable snack the following week
- ☐ RD confirms the next date of the Champion Work Group

Evaluation Materials (& Data Entry):
- ☐ RD enters session data (i.e. Direct Education) into the Web App
- ☐ RD enters the data from the Teacher Session Details form into the Web App, as appropriate

Date: _____ **Teacher-led Child Lesson**

Technical Assistance for the Classroom:
- ☐ RD conducts a classroom observation with one preschool classroom, including the Food Discovery Activity, and completes the Champion Center Progress Report accordingly
- ☐ RD visits with the remaining preschool classroom teachers, provides technical assistance for Champion activities and completes the Champion Center Progress Report accordingly

Technical Assistance for the Champion Work Group:
- ☐ RD visits the Cook to discuss what worked well with the Champion snack for the Food Discovery Activity and to help troubleshoot any challenges encountered
- ☐ RD distributes, collects, and maintains the Champion Work Group Sign-in Sheets.
- ☐ RD facilitates and advises Champion work group meetings with key center staff and Champion coordinator to advance best practice goals, policies and action plans.
- ☐ RD utilizes the Work Group Action Plan Monitoring Tool to document progress toward the completion of actions steps, successes, challenges, and next steps toward Champion goal attainment
- ☐ RD refers to Champion Handbook and/or the Table of Contents for policy development tools and resources
- ☐ RD helps the Champion Work Group plan a recognition or celebration activity to implement during the Next Steps Phase

Direct Education (Staff):
- ☐ RD conducts the Staff Workshop according to the **Lesson Plan**
- ☐ RD collects the completed Staff Enrollment and Attendance Sheet for data entry into the Web App

Family Marketing:
- ☐ RD reminds preschool teachers to promote the parent workshop that is scheduled for the following week
- ☐ RD provides Family Workshop Poster or Flyer

Evaluation Materials (& Data Entry):
- ☐ RD enters session data for RD-led staff workshops and teacher-led lessons into the Web App
- ☐ RD takes photos of Food Discovery Activities as CACFP reimbursable snacks and submits to their Program Manager and Contract Manager
- ☐ RD submits the Champion Center Progress Report to their Program Manager and Contract Manager
- ☐ RD collects current menus and FPRs and submits them to their Program Manager and CACFP Contract Manager

Date: _____ **RD-led Child Lesson**

Direct Education (Child):
- ❏ RD conducts the child lesson, including the nutrition, food discovery and movement activity, as outlined on the Preschool Classroom Planning Guide
- ❏ RD collects the completed Child Enrollment & Attendance Form for data entry into the Web App
- ❏ RD gives teachers:
  - ○ *Parent Pages* to send home with children today

Technical Assistance for the Classroom:
- ❏ RD collects the Teacher Session Details form from the preschool teachers as completed following the teacher-led lesson the previous week
- ❏ RD provides the preschool teachers with the activities for the teacher-led lesson the following week as outlined on the Preschool Classroom Planning Guide, including:
  - ○ *From Grass to Milk* by Stacy Taus-Bolstad
  - ○ Dairy Cow Photo
  - ○ Dairy Food Picture Cards
  - ○ *High, Medium, Low* Cue Card
  - ○ *Old MacDonald* Cue Card
- ❏ RD distributes copies of the *Dear Family* Letter to preschool teachers to send home with children after the teacher-led lesson the following week
- ❏ RD distributes the Teacher Session Details form for the teacher to complete after the teacher-led lesson the following week
- ❏ Schedule and/or confirm the classroom observation with one preschool classroom teacher for the following week

Direct Education (Parent):
- ❏ RD conducts the Family Workshop according to the **Lesson Plan**
- ❏ RD collects the completed Family Enrollment Forms and Family Workshop Sign-in Sheet for data entry into the Web App
- ❏ RD distributes Handouts and makes the Take Home Items outlined in the Lesson Plan available to participants
- ❏ RD distributes palm card as a reminder for the next scheduled Family Workshop

Technical Assistance for the Champion Work Group:
- ❏ RD confirms with the Champion Coordinator and/or the Cook that foods will be available for the Teacher-led food discovery as part of a CACFP creditable snack the following week
- ❏ RD confirms the next date of the Champion Work Group

Evaluation Materials (& Data Entry):
- ❏ RD enters session data (i.e. Direct Education) into the Web App
- ❏ RD enters the data from the Teacher Session Details form into the Web App, as appropriate

Date: _____ **Teacher-led Child Lesson**

Technical Assistance for the Classroom:
- ❏ RD conducts a classroom observation with one preschool classroom, including the Food Discovery Activity, and completes the Champion Center Progress Report accordingly
- ❏ RD visits with the remaining preschool classroom teachers, provides technical assistance for Champion activities and completes the Champion Center Progress Report accordingly

Technical Assistance for the Champion Work Group:
- ❏ RD visits the Cook to discuss what worked well with the Champion snack for the Food Discovery Activity and to help troubleshoot any challenges encountered
- ❏ RD works with the Champion Work Group to identify items for inclusion in the Sustainment Toolkit for the center and places the order for direct delivery to the center
- ❏ RD distributes, collects, and maintains the Champion Work Group Sign-in Sheets.
- ❏ RD facilitates and advises Champion work group meetings with key center staff and Champion coordinator to advance best practice goals, policies and action plans.
- ❏ RD utilizes the Work Group Action Plan Monitoring Tool to document progress toward the completion of actions steps, successes, challenges, and next steps toward Champion goal attainment
- ❏ RD refers to Champion Handbook and/or the Table of Contents for policy development tools and resources
- ❏ RD helps the Champion Work Group plan a recognition or celebration activity to implement during the Next Steps Phase

Direct Education (Staff):
- ❏ RD conducts the Staff Workshop according to the **Lesson Plan**
- ❏ RD collects the completed Staff Enrollment and Attendance Sheet for data entry into the Web App

Family Marketing:
- ❏ RD reminds preschool teachers to promote the parent workshop that is scheduled for the following week
- ❏ RD provides Family Workshop Poster or Flyer

Evaluation Materials (& Data Entry):
- ❏ RD enters session data for RD-led staff workshops and teacher-led lessons into the Web App
- ❏ RD takes photos of Food Discovery Activities as CACFP reimbursable snacks and submits to their Program Manager and Contract Manager
- ❏ RD submits the Champion Center Progress Report to their Program Manager and Contract Manager
- ❏ RD collects current menus and FPRs and submits them to their Program Manager and CACFP Contract Manager

Date: _____ **RD-led Child Lesson**

Date: _____ **Teacher-led Child Lesson**

Direct Education (Child):
- ❑ RD conducts the child lesson, including the nutrition, food discovery and movement activity, as outlined on the Preschool Classroom Planning Guide
- ❑ RD collects the completed Child Enrollment & Attendance Form for data entry into the Web App
- ❑ RD gives teachers:
  - o *Growing Colors* by Bruce McMillan to keep for use in the classroom
  - o *Parent Pages* to send home with children today

Technical Assistance for the Classroom:
- ❑ RD collects the Teacher Session Details form from the preschool teachers as completed following the teacher-led lesson the previous week
- ❑ RD provides the preschool teachers with the activities for the teacher-led lesson the following week as outlined on the Preschool Classroom Planning Guide, including:
  - o *Healthy Snack* Picture Cards
  - o *Hummus Wrap* Recipe
  - o Weather Cue Cards
- ❑ RD distributes copies of the *Dear Family* Letter to preschool teachers to send home with children after the teacher-led lesson the following week
- ❑ RD distributes the Teacher Session Details form for the teacher to complete after the teacher-led lesson the following week
- ❑ Schedule and/or confirm the classroom observation with one preschool classroom teacher for the following week

Direct Education (Parent):
- ❑ RD conducts the Family Workshop according to the **Lesson Plan**
- ❑ RD collects the completed Family Enrollment Forms and Family Workshop Sign-in Sheet for data entry into the Web App
- ❑ RD distributes Handouts and makes the Take Home Items outlined in the Lesson Plan available to participants
- ❑ RD distributes palm card as a reminder for the next scheduled Family Workshop

Technical Assistance for the Champion Work Group:
- ❑ RD confirms with the Champion Coordinator and/or the Cook that foods will be available for the Teacher-led food discovery as part of a CACFP creditable snack the following week
- ❑ RD confirms the next date of the Champion Work Group

Evaluation Materials (& Data Entry):
- ❑ RD enters session data (i.e. Direct Education) into the Web App
- ❑ RD enters the data from the Teacher Session Details form into the Web App, as appropriate

Technical Assistance for the Classroom:
- ❑ RD conducts a classroom observation with one preschool classroom, including the Food Discovery Activity, and completes the Champion Center Progress Report accordingly
- ❑ RD visits with the remaining preschool classroom teachers, provides technical assistance for Champion activities and completes the Champion Center Progress Report accordingly

Technical Assistance for the Champion Work Group:
- ❑ RD visits the Cook to discuss what worked well with the Champion snack for the Food Discovery Activity and to help troubleshoot any challenges encountered
- ❑ RD distributes, collects, and maintains the Champion Work Group Sign-in Sheets.
- ❑ RD facilitates and advises Champion work group meetings with key center staff and Champion coordinator to advance best practice goals, policies and action plans.
- ❑ RD utilizes the Work Group Action Plan Monitoring Tool to document progress toward the completion of actions steps, successes, challenges, and next steps toward Champion goal attainment
- ❑ RD refers to Champion Handbook and/or the Table of Contents for policy development tools and resources
- ❑ RD helps the Champion Work Group plan a recognition or celebration activity to implement during the Next Steps Phase

Direct Education (Staff):
- ❑ RD conducts the Staff Workshop according to the **Lesson Plan**
- ❑ RD collects the completed Staff Enrollment and Attendance Sheet for data entry into the Web App

Family Marketing:
- ❑ RD reminds preschool teachers to promote the parent workshop that is scheduled for the following week
- ❑ RD provides Family Workshop Poster or Flyer

Evaluation Materials (& Data Entry):
- ❑ RD enters session data for RD-led staff workshops and teacher-led lessons into the Web App
- ❑ RD takes photos of Food Discovery Activities as CACFP reimbursable snacks and submits to their Program Manager and Contract Manager
- ❑ RD submits the Champion Center Progress Report to their Program Manager and Contract Manager
- ❑ RD collects current menus and FPRs and submits them to their Program Manager and CACFP Contract Manager

Date: _____ **RD-led Child Lesson**

Direct Education (Child):
- ❑ RD conducts the child lesson, including the nutrition, food discovery and movement activity, as outlined on the Preschool Classroom Planning Guide
- ❑ RD collects the completed Child Enrollment & Attendance Form for data entry into the WebApp
- ❑ RD gives teachers:
  - o *Parent Pages* to send home with children today

Technical Assistance for the Classroom:
- ❑ RD collects the Teacher Session Details form from the preschool teachers as completed following the teacher-led lesson the previous week
- ❑ RD provides the preschools teachers with the activities for the teacher-led lesson the following week as outlined on the Preschool Classroom Planning Guide, including:
  - o *From the Garden: A Counting Book About Growing Food* by Michael Dahl
  - o Vegetable Picture Cards ((already provided to teacher as part of Food Mood)
  - o Fruit Picture Cards (already provided to teacher as part of Food Mood)
- ❑ RD distributes copies of the *Dear Family* Letter to preschool teachers to send home with children after the teacher-led lesson the following week
- ❑ RD distributes the Teacher Session Details form for the teacher to complete after the teacher-led lesson the following week
- ❑ Schedule and/or confirm the classroom observation with one preschool classroom teacher for the following week
- ❑ RD distributes *Champion Preschool Classroom Surveys* for completion by the teacher the following week

Direct Education (Parent):
- ❑ RD conducts the Family Workshop according to the Lesson Plan
- ❑ RD collects the completed Family Enrollment Forms and Family Workshop Sign-in Sheet for data entry into the Web App
- ❑ RD distributes Handouts and makes the Take Home Items outlined in the Lesson Plan available to participants
- ❑ RD distributes palm card as a reminder for the next scheduled Family Workshop

Technical Assistance for the Champion Work Group:
- ❑ RD confirms with the Champion Coordinator and/or the Cook that foods will be available for the Teacher-led food discovery as part of a CACFP creditable snack the following week
- ❑ RD confirms the next date of the Champion Work Group

Evaluation Materials (& Data Entry):
- ❑ RD enters session data (i.e. Direct Education) into the Web App

Date: _____ **Teacher-led Child Lesson**

Technical Assistance for the Classroom:
- ❑ RD conducts a classroom observation with one preschool classroom, including the Food Discovery Activity, and completes the Champion Center Progress Report accordingly
- ❑ RD visits with the remaining preschool classroom teachers, provides technical assistance for Champion activities and completes the Champion Center Progress Report accordingly

Technical Assistance for the Champion Work Group:
- ❑ RD collects post-intervention *Champion Preschool Classroom Surveys*
- ❑ RD visits the Cook to discuss what worked well with the Champion snack for the Food Discovery Activity and to help troubleshoot any challenges encountered
- ❑ RD distributes, collects, and maintains the Champion Work Group Sign-in Sheets.
- ❑ RD facilitates and advises Champion work group meetings with key center staff and Champion coordinator to advance best practice goals, policies and action plans.
- ❑ RD utilizes the Work Group Action Plan Monitoring Tool to document progress toward the completion of actions steps, successes, challenges, and next steps toward Champion goal attainment
- ❑ RD refers to Champion Handbook and/or the Table of Contents for policy development tools and resources
- ❑ RD helps the Champion Work Group plan a recognition or celebration activity to implement during the Next Steps Phase

Direct Education (Staff):
- ❑ RD conducts the Staff Workshop according to the **Lesson Plan**
- ❑ RD collects the completed Staff Enrollment and Attendance Sheet for data entry into the Web App

Family Marketing:
- ❑ RD reminds preschool teachers to promote the parent workshop that is scheduled for the following week
- ❑ RD provides Family Workshop Poster or Flyer

Evaluation Materials (& Data Entry):
- ❑ RD enters session data for RD-led staff workshops and teacher-led lessons into the Web App
- ❑ RD takes photos of Food Discovery Activities as CACFP reimbursable snacks and submits to their Program Manager and Contract Manager
- ❑ RD submits the Champion Center Progress Report to their Program Manager and Contract Manager
- ❑ RD collects current menus and FPRs and submits them to their Program Manager and CACFP Contract Manager

❑ RD enters the data from the Teacher Session Details form into the Web App, as appropriate

NOTES

Eat Well Play Hard in Child Care Settings

Next Steps Phase
Checklist

Next Steps	2 Weeks

Date: _____ (Week 15)

Technical Assistance for the Classroom:
- ❑ RD visits with all preschool classroom teachers
- ❑ RD collects the Teacher Session Details form from every preschool teacher as completed following the teacher-led lesson the previous week
- ❑ RD reviews resources provided to each preschool teacher during the intervention (i.e. Champion Preschool Classroom Resource Binder, children's books, visual aid cards) and provides encouragement to continue the child lessons
- ❑ RD provides the preschool teachers with the following resources to support planning continued Nutrition, Food Discovery, and Movement Activities:
  - ○ *Active Play* by Diane Craft and Craig Smith
  - ○ USDA Team Nutrition *Grow It, Try It, Like It!*
- ❑ RD encourages teachers to work together with the center director, Champion Work Group and cook/food service staff to set a goal and prepare a schedule for conducting Nutrition, Food Discovery, and Movement Activities

Technical Assistance for the Champion Celebration Event:
- ❑ RD helps the center plan an event to recognize Champion staff and to communicate the center's successes
- ❑ RD provides the **Technical Assistance Guide to Celebration Events** which lists event options and potential activities
- ❑ RD facilitates and advises the **Champion Work Group** to plan and prepare the event
- ❑ RD confirms the date and details of the event

Evaluation Materials (& Data Entry):
- ❑ RD enters the data from the Teacher Session Details forms into the:
  - ○ Web App, as appropriate

Date: _____ (Week 16)

Technical Assistance for the Champion Work Group:
- ❑ RD refers to the **Technical Assistance Guide to Next Steps Meetings** which lists materials needed for the meeting and outlines steps for center staff planning to sustain the Champion intervention.
- ❑ RD collects all **menus and FPRs** that haven't already been collected
- ❑ RD distributes, collects, and maintains the Champion **Work Group Sign-in Sheets**. RD documents progress toward best practice goals in the Goal tabs of the Champion Progress Report.
- ❑ RD facilitates and advises the Next Steps meetings with key center staff and Champion Coordinator by:
  - ○ Reviewing the **Planning Guide for Nutrition Activities** and providing blank Champion Snack Menus to the Work Group
  - ○ Scheduling the 3-month post implementation Follow Up "meeting" (to be held virtually or in-person at the center)
  - ○ Provide the *Let's Move Child Care* flyer
- ❑ Discuss delivery of the **Sustainability Toolkit**

Technical Assistance for the Champion Celebration Event:
- ❑ RD supports the center by assisting with event planning, set up and execution (if possible)
- ❑ RD takes photos of the event

Evaluation Materials (& Data Entry):
- ❑ RD submits the updated Champion Progress Report to their Program Manager and Contract Manager
- ❑ RD submits **photos** of the Champion Celebration Event to their Program Manager and CACFP Contract Manager
- ❑ RD submits all **menus and FPRs** that haven't already been collected

NOTES

Follow Up Meeting   **(3 months post-implementation)**

Technical Assistance for the Champion Work Group

RDs will accomplish the following tasks as related to the provision of technical assistance for the Champion Work Group Follow up Meeting:

❑ RD refers to the **Technical Assistance Guide to Follow Up Meetings** which lists materials and outlines steps for the meeting

❑ RD contacts the Center Director and/or Champion Coordinator no less than two weeks before the meeting to:
- o Confirm the date for the follow up meeting and determine if this meeting is to be held virtually or in-person at the center
- o Alert him/her that copies of menus for the current or preceding month and coinciding Food Production Records or Daily Delivery Invoices will be collected

❑ RDs meets in-person or virtually with the Director and Champion Work Group:
- o RD distributes, collects, and maintains the Champion **Work Group Sign-in Sheets**. RD documents progress toward best practice goals in the Goal tabs of the Champion Progress Report.
- o RD facilitates a review of previously selected goals and the progress made toward accomplishing those goals
- o RD collects copies of menus for the preceding month and corresponding Food Production Records or Daily Delivery Invoices
- o RD distributes the **Best Practices: What's Your Policy?** post-intervention assessment and **Best Practices Action Plan** worksheet for the Director and Champion Work Group to complete and return prior to the 6-month **Center-Based Refresher Training**
- o RD schedules the 6-month **Center-Based Refresher Training**
- o RD alerts the Center Director and/or Champion Coordinator that copies of the following materials will be collected as part of the 6-month **Center-Based Refresher Training**:
  - ▪ **Menus** for the current or preceding month and corresponding **CACFP Food Production Records** or **Daily Delivery Invoices**
  - ▪ Current **policy manual**
  - ▪ **Best Practices: What's Your Policy?** post-intervention assessment
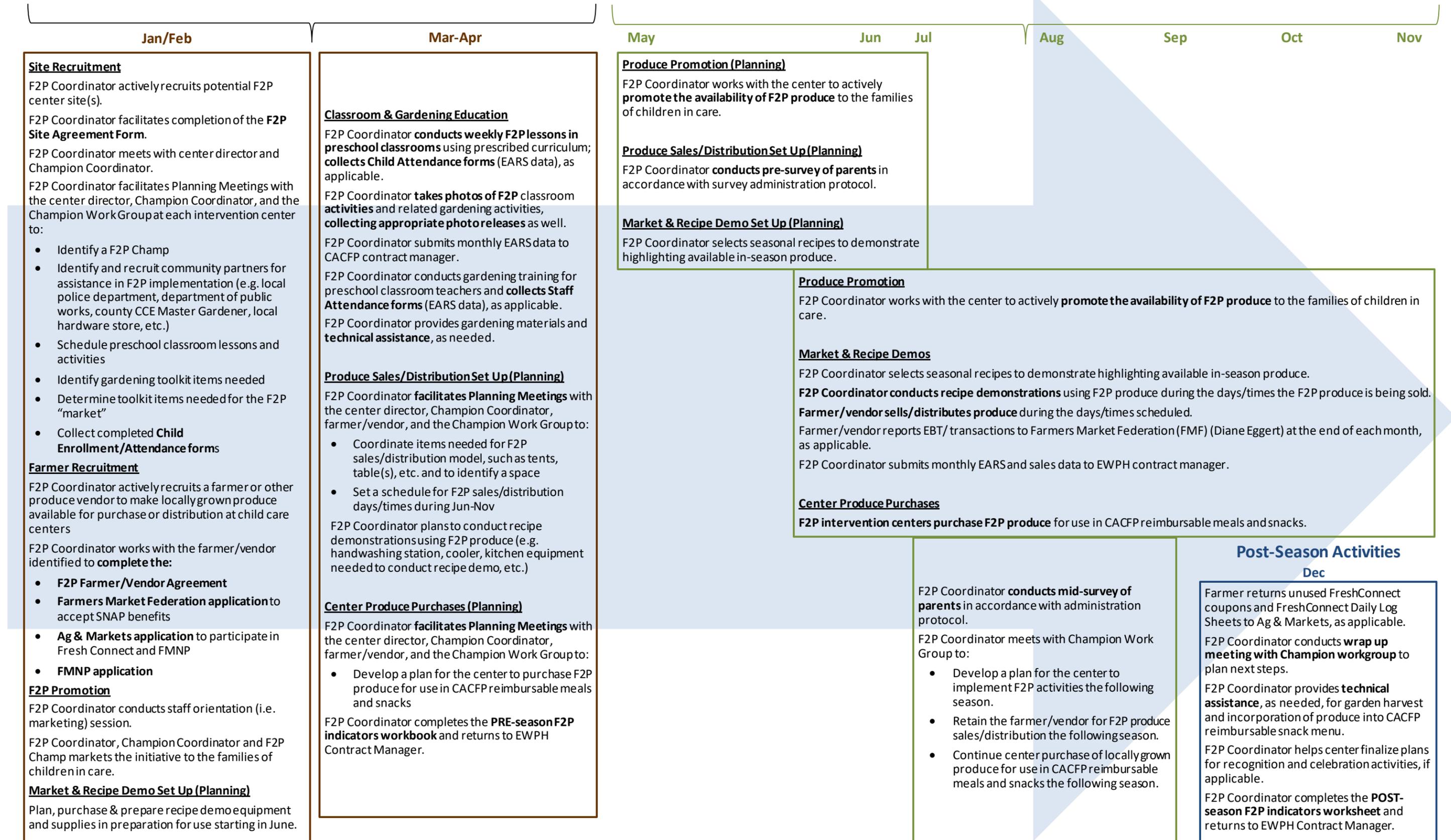 - ▪ **Best Practices Action Plan(s)**

Evaluation Materials (and Data Entry)

❑ RD submits the following to their Program Manager and then to their CACFP Contract Manager via the EWPH Fiscal BML (EWPH.Fiscal@health.ny.gov):
- o **Work Group Sign-in Sheets**
- o **Champion Progress Report** (specifically the updates to the Goal tabs)
- o **Menus** for the preceding month with corresponding **Food Production Records** or **Daily Delivery Invoices**

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Technical Assistance for the Champion Work Group

- ❑ RD contacts the Center Director and/or Champion Coordinator no less than two weeks before the meeting to:
  - o Confirm the date for the Center-Based Refresher
  - o Alert the Center Director and/or Champion Coordinator that copies of the following materials will be collected as part of the 6-month **Center-Based Refresher Training**:
    - ▪ **Menus** for the current or preceding month and coinciding **CACFP Food Production Records** or **Daily Delivery Invoices**
    - ▪ Current **policy manual**
    - ▪ **Best Practices: What's Your Policy?** post-intervention assessment
    - ▪ **Best Practices Action Plan(s)**
- ❑ In preparation for conducting the Center-Based Refresher, the RD reviews the Champion **Refresher Training Lesson Plan** which lists materials needed and outlines training steps
- ❑ RDs conducts the **Center-Based Refresher Training** and provides the **Champion Center Certificate**
- ❑ RD collects copies of:
  - o **Menus** for the current or preceding month and coinciding **CACFP Food Production Records** or **Daily Delivery Invoices**
  - o Current **policy manual**
  - o **Best Practices: What's Your Policy?** post-intervention assessment
  - o **Best Practices Action Plans**
- ❑ RD announces the **Annual Champion Advanced Practice Workshop (APW)** for all previous and current Champion Centers

Evaluation Materials (and Data Entry)

- ❑ RD submits the following to their Program Manager and then to their CACFP Contract Manager via the EWPH Fiscal BML (EWPH.Fiscal@health.ny.gov):
  - o **Work Group Sign-in Sheets**
  - o **Champion Progress Report** (specifically the updates to the Goal tabs)
  - o **Menus** for the current or preceding month with coinciding **Food Production Records** or **Daily Delivery Invoices**
  - o Current **policy manual**
  - o Completed **Best Practices: What's Your Policy?** post-intervention assessment
  - o Completed **Best Practices Action Plans**
- ❑ RD enters session data (i.e. Direct Education) into the **Web App**

NOTES

Eat Well Play Hard in Child Care Settings

Pre-Season Activities

Mid-Season Activities

Jan/Feb	Mar-Apr	May	Jun	Jul	Aug	Sep	Oct	Nov

Jan/Feb

Site Recruitment

F2P Coordinator actively recruits potential F2P center site(s).

F2P Coordinator facilitates completion of the **F2P Site Agreement Form**.

F2P Coordinator meets with center director and Champion Coordinator.

F2P Coordinator facilitates Planning Meetings with the center director, Champion Coordinator, and the Champion Work Group at each intervention center to:

- Identify a F2P Champ
- Identify and recruit community partners for assistance in F2P implementation (e.g. local police department, department of public works, county CCE Master Gardener, local hardware store, etc.)
- Schedule preschool classroom lessons and activities
- Identify gardening toolkit items needed
- Determine toolkit items needed for the F2P "market"
- Collect completed **Child Enrollment/Attendance forms**

Farmer Recruitment

F2P Coordinator actively recruits a farmer or other produce vendor to make locally grown produce available for purchase or distribution at child care centers

F2P Coordinator works with the farmer/vendor identified to **complete the:**

- **F2P Farmer/Vendor Agreement**
- **Farmers Market Federation application** to accept SNAP benefits
- **Ag & Markets application** to participate in Fresh Connect and FMNP
- **FMNP application**

F2P Promotion

F2P Coordinator conducts staff orientation (i.e. marketing) session.

F2P Coordinator, Champion Coordinator and F2P Champ markets the initiative to the families of children in care.

Market & Recipe Demo Set Up (Planning)

Plan, purchase & prepare recipe demo equipment and supplies in preparation for use starting in June.

Mar-Apr

Classroom & Gardening Education

F2P Coordinator **conducts weekly F2P lessons in preschool classrooms** using prescribed curriculum; **collects Child Attendance forms** (EARS data), as applicable.

F2P Coordinator **takes photos of F2P** classroom **activities** and related gardening activities, **collecting appropriate photo releases** as well.

F2P Coordinator submits monthly EARS data to CACFP contract manager.

F2P Coordinator conducts gardening training for preschool classroom teachers and **collects Staff Attendance forms** (EARS data), as applicable.

F2P Coordinator provides gardening materials and **technical assistance**, as needed.

Produce Sales/Distribution Set Up (Planning)

F2P Coordinator **facilitates Planning Meetings** with the center director, Champion Coordinator, farmer/vendor, and the Champion Work Group to:

- Coordinate items needed for F2P sales/distribution model, such as tents, table(s), etc. and to identify a space
- Set a schedule for F2P sales/distribution days/times during Jun-Nov

F2P Coordinator plans to conduct recipe demonstrations using F2P produce (e.g. handwashing station, cooler, kitchen equipment needed to conduct recipe demo, etc.)

Center Produce Purchases (Planning)

F2P Coordinator **facilitates Planning Meetings** with the center director, Champion Coordinator, farmer/vendor, and the Champion Work Group to:

- Develop a plan for the center to purchase F2P produce for use in CACFP reimbursable meals and snacks

F2P Coordinator completes the **PRE-season F2P indicators workbook** and returns to EWPH Contract Manager.

May – Jul (Planning)

Produce Promotion (Planning)

F2P Coordinator works with the center to actively **promote the availability of F2P produce** to the families of children in care.

Produce Sales/Distribution Set Up (Planning)

F2P Coordinator **conducts pre-survey of parents** in accordance with survey administration protocol.

Market & Recipe Demo Set Up (Planning)

F2P Coordinator selects seasonal recipes to demonstrate highlighting available in-season produce.

Aug – Nov

Produce Promotion

F2P Coordinator works with the center to actively **promote the availability of F2P produce** to the families of children in care.

Market & Recipe Demos

F2P Coordinator selects seasonal recipes to demonstrate highlighting available in-season produce.

F2P Coordinator conducts recipe demonstrations using F2P produce during the days/times the F2P produce is being sold.

Farmer/vendor sells/distributes produce during the days/times scheduled.

Farmer/vendor reports EBT/ transactions to Farmers Market Federation (FMF) (Diane Eggert) at the end of each month, as applicable.

F2P Coordinator submits monthly EARS and sales data to EWPH contract manager.

Center Produce Purchases

F2P intervention centers purchase F2P produce for use in CACFP reimbursable meals and snacks.

F2P Coordinator **conducts mid-survey of parents** in accordance with administration protocol.

F2P Coordinator meets with Champion Work Group to:

- Develop a plan for the center to implement F2P activities the following season.
- Retain the farmer/vendor for F2P produce sales/distribution the following season.
- Continue center purchase of locally grown produce for use in CACFP reimbursable meals and snacks the following season.

Post-Season Activities

Dec

Farmer returns unused FreshConnect coupons and FreshConnect Daily Log Sheets to Ag & Markets, as applicable.

F2P Coordinator conducts **wrap up meeting with Champion workgroup** to plan next steps.

F2P Coordinator provides **technical assistance**, as needed, for garden harvest and incorporation of produce into CACFP reimbursable snack menu.

F2P Coordinator helps center finalize plans for recognition and celebration activities, if applicable.

F2P Coordinator completes the **POST-season F2P indicators worksheet** and returns to EWPH Contract Manager.

Eat Well Play Hard in Child Care Settings

Instructions: Complete one Farm to Preschool Checklist for each F2P center.

Center Name:	CACFP #:

Pre-Season

Site Selection

- ☐ Use the Center Selection Procedure from the EWPHCCS Handbook library on the SharePoint site for instructions on how to identify potential centers for F2P implementation.
- ☐ After completing the F2P steps marked in the Center Selection Procedure, the F2P Coordinator should work with the Program Manager and the EWPHCCS RD(s) to review the Center Selection Request Form as initially approved by the EWPH Contract Manager. Centers that previously participated in the EWPHCCS Champion initiative will be given first consideration. If you are unable to identify centers with prior Champion implementation for Farm to Preschool implementation, then please contact your EWPH Contract Manager for guidance.
- ☐ Before contacting the centers, have a discussion with the EWPHCCS RD(s) about his/her assessment of whether the center would be a good fit for Farm to Preschool implementation. During the recruitment of the center for EWPHCCS Champion initiative, the EWPHCCS RD likely worked with the center to complete a Champion Center Application and a Registration Form. The information in these forms will provide a sense of the center environment and provide some background to prepare you for a discussion with the center.
- ☐ Next, call the center to explain the program, assess the center's interest and work with him/her to complete the Farm to Preschool Recruitment Form. Submit the completed form (one recruitment form for each F2P center) to your EWPH Contract Manager to obtain final approval.
- ☐ Once the EWPH Contract Manager provides final approval of the center(s) for F2P implementation, work with the center to review and sign the F2P Site Agreement Form which indicates the center's willingness to actively participate in the initiative. If you do not receive the signed F2P Site Agreement Form, you should follow-up with another phone call to reassess interest. Submit the signed F2P Site Agreement Form (one agreement form per F2P center) to the EWPH Contract Manager.
- ❑ The F2P Coordinator should meet with the center director (and Champion Coordinator) to:
  - o Confirm the center's commitment to actively participate in the initiative.
  - o Identify a "F2P Champ" to actively assist and participate in the F2P initiative and oversee activities including the F2P weekly market.
  - o Identify pre-existing partnerships with community agencies that would assist with garden or F2P market.
  - o Identify active parents or a family coordinator to help promote the F2P initiative.
  - o Identify space for a F2P garden project (e.g. space for container, raised beds, or in-the-ground garden; has access to water; plenty of sunlight)

Planning

- ☐ F2P Coordinator helps the center director to verify any permits the F2P market may be required to obtain prior to operation, i.e. communicating with the local municipalities' zoning and land use offices
- ❑ F2P Coordinator reviews Champion Work Group participant roles:
  - o Center Director – takes a leading role to promote the initiative and ensure staff participation.

- o Champion Coordinator & "F2P Champ" – ensure space is available and appropriate staff are involved in related activities; oversees action plans and activities; actively promotes the F2P "market" and related F2P activities; assists during F2P "markets"
- o Preschool Classroom Teachers – actively participate in the F2P Coordinator led Grow It, Try IT, Like It activities in the classroom; attend F2P staff orientation; and participate in the Champion Work Group, as appropriate.
- o Cook(s) and Food Service Staff – actively participate F2P staff orientation; assist with purchasing, storage and preparation of locally grown produce for use in CACFP reimbursable meals and snacks; and actively participate in Champion Work Group meetings, as appropriate.
- o Others as assigned by center Director or Champion Coordinator
- ☐ F2P Coordinator facilitates Planning Meetings with the center director, "F2P Champ", Champion Coordinator and the Champion Work Group to:
  - o Identify and recruit community partners for assistance in F2P implementation (e.g. local police department, department of public works, county CCE Master Gardener, local hardware store, etc.)
  - o Schedule the F2P Staff Orientation
  - o Schedule classroom gardening lessons and activities:
    - Reviews F2P Classroom Planning Guide
    - Determine number of preschool classrooms and days/times GITILI lessons and activities will be conducted according to the Introduction to Farm to Preschool Classroom Sessions & Activities Guide
  - o Meet with F2P Champ/Center Director to determine center garden options to:
  - Identify a space and equipment needed for starting a center garden.
  - Discuss recruiting staff, family and community members to assist with planning, maintaining and harvesting from the garden.
  - Discuss how to use produce harvested from center garden (e.g. sample tastings, incorporation into CACFP creditable meals or snacks, sending home with families, etc.).
  - o Identify gardening toolkit items needed (see F2P Tool Kit and Supply List)
  - o Determine toolkit items needed for the F2P market
  - o Determine a schedule for planting the garden (e.g. indoor/outdoor containers or inground garden).

Farmer Recruitment

- ❑ F2P Coordinator meets, interviews and selects a local farmer, produce vendor (e.g. Grown NYC), or mobile market vendor (e.g. Foodlink Mobile Market).
- ❑ Farmer completes the F2P Farmer Agreement Form.
- ❑ F2P Coordinator confirms the commitment to:
  - o Support the goals of the F2P initiative (i.e. providing access to affordable local produce).
  - o Take the steps necessary to accept Supplemental Nutrition Assistance Program (SNAP) EBT benefits program and willingness to be trained by the Farmers Market Federation to comply with SNAP requirements.
  - o Participate in the Farmers Market Nutrition Program (FMNP) and willingness to be trained by the New York State Department of Agriculture & Markets.
  - o Produce and/or obtain enough volume and variety of produce to meet the size of the center community.
  - o Provide produce in bulk for purchase/use in CACFP reimbursable snacks and/or meals at the center.
  - o Research to see if there are other farmers markets/stands in the community.
  - o Schedule F2P market days and times that will meet the needs of the center and the farmer.

Farmer Applications to Accept SNAP, Fresh Connect & FMNP

F2P Coordinator provides technical assistance and supports farmer's preparation for accepting SNAP benefits and issuing Fresh Connect checks and FMNP participation by completing the following tasks:
- ❑ Assist farmer with obtaining approval to accept SNAP benefits:
  - o Contact Farmers Market Federation of NY (FMF) to establish a wireless EBT account: http://www.nyfarmersmarket.com/ebt-and-creditdebit-machines/

- Participate in Wireless EBT program webinar training offered by FMF
- Obtain POS device, banners, media kit and tokens from FMF (FMF will assist with activating these devices, including setting up the banking processor and applying to FNS to accept SNAP benefits)
- Read and complete Farmers Market Wireless EBT Program Participation Agreement and return to FMF
- Order SNAP Consumer Brochures to distribute at market
- ❑ Assist farmer with determining whether or not to accept credit or debit cards
- ❑ Assist farmer with obtaining approval to distribute and accept NY Fresh Connect checks:
  - Contact New York State Department of Agriculture and Markets to participate in NY Fresh Connect Program: https://freshconnect.ny.gov/content/about-freshconnect
  - Complete application, if applicable, to distribute Fresh Connect checks (i.e. worth $2 for every $5 spent in SNAP benefits) (Notice: Farm Stands are not generally approved to distribute Fresh Connect checks, but every farmer may redeem Fresh Connect checks as a form of payment)
- ❑ Assist the farmer with obtaining approval to accept Farmer Market Nutrition Program (FMNP) checks:
  - Contact New York State Department of Agriculture and Markets: http://www.agriculture.ny.gov/AP/agservices/fmnp-forms-documents.html
  - Farmer reviews the rules and regulations, complete forms and registers for FMNP training webinar
  - Familiarize with program-Read Nutrition Assistance Programs General Info Sheet http://www.agriculture.ny.gov/AP/agservices/fmnp/Nutrition_Asst_at_FM.pdf
  - Participate in the FMNP training webinar
  - See section— What do I need to apply as a market?
  - Read FMNP Rules and Procedures for Markets, complete and submit all forms
- ❑ Make sure the farmer is aware of the FMNP Attendance Roster (FMC-7) that they must complete and submit to the NYS Department of Agriculture and Markets

Farm to Preschool Staff Orientation

- ❑ F2P Coordinator distributes, collects, and maintains **Staff Workshop Sign-in Sheets** (Staff Enrollment forms are not necessary since the orientation in largely training on what to expect from the F2P initiative).
- ❑ F2P Coordinator has "**And Justice for All**" Poster displayed during Staff Orientation Session.
- ❑ F2P Coordinator conducts F2P staff orientation for all center staff using the F2P Staff Orientation PowerPoint and introduces:
  - Grow It Try It Like It gardening activities and discuss the materials and space needed to conduct the activities with children.
  - How preschool classroom teachers can expand on the lessons
  - The schedule for the gardening activities in the classroom
  - The F2P "market", including the schedule of "market" days and eligibility to participate
  - Distributes the SNAP -Ed promotional brochure and informs the group about OTDA My Benefits
- ❑ F2P Coordinator distributes the **Child Enrollment/Attendance Forms** for each preschool teacher to complete for his or her classroom. Be sure to collect and maintain these forms.
- ❑ F2P Coordinator directs preschool classroom teachers to complete the **Classroom Teachers F2P Activities Details Form**, recording any additional or extended activities conducted in the preschool classroom.

Classroom Education

- ❑ F2P Coordinator conducts weekly F2P gardening lessons in preschool classrooms following the F2P Planning Guide and the Introduction to Farm to Preschool Classroom Sessions & Activities Guide and collects Child Attendance forms (EARS data), as applicable.
- ❑ F2P Coordinator displays **And Justice for All Poster** in Classroom during all F2P lessons.
- ❑ F2P Coordinator **takes photos of F2P** classroom **activities** and related gardening activities, **collecting appropriate photo releases** as well.
- ❑ Following each lesson, the F2P Coordinator completes the EARS Participation Report (MS Excel) for weekly classroom lesson attendance.

Farm to Preschool Garden

❑ F2P Coordinator provides gardening materials (per **Farm to Preschool Toolkit and Supply List)** and **technical assistance**, as needed.

Market Promotion

❑ F2P Coordinator assists the center director and "F2P Champ" in promoting the F2P "market" with parents, staff and community members by doing the following:
  - ○ Collaborate with local community organization and/or local Cornell Cooperative Extension office that could help promote markets.
  - ○ Connect with local WIC offices for inclusion on the list of eligible farmer's markets that accept FMNP checks, SNAP benefits and Fresh Connect checks, if applicable.
  - ○ Connect with local DSS offices to inform participants the F2P "market" exists and accepts SNAP benefits
  - ○ Create flyers for inserting in preschool children's backpacks to inform families of the F2P market and to distribute to local businesses, libraries, senior centers, community and recreation centers.
  - ○ Hang signage outside of child care center or location of market displaying name of market, dates and times.
  - ○ Prepare promotional displays for centers highlighting the local produce included in meals and snacks, F2P gardening activities and upcoming F2P markets.
  - ○ List F2P "markets" on market finder websites:
    - - USDA National Farmers Market Directory https://www.ams.usda.gov/local-food-directories/farmersmarkets
    - - Local Harvest Market Finder
    - - http://www.localharvest.org/farmers-markets/
    - - Town Chamber of Commerce website
    - - Other local market listings

Purchase & Prepare Equipment for Market

❑ F2P Coordinator plans to purchase and prepare necessary market equipment and supplies needed (see **Farm to Preschool Toolkit and Supply List**)

F2P Indicators

☐ F2P Coordinator completes the pre-season indicators (see F2P Sales and Indicators Reporting workbook in MS Excel) and submits to their EWPH contract manager with a copy to the EWPH Fiscal BML at EWPH.Fiscal@health.ny.gov.

Conduct F2P Pre-Survey

☐ F2P Coordinator adheres to the F2P Participant Survey Administration Protocol.

Mid-Season

Market Set Up

❑ Erect tent(s) for farmers, recipe demonstrations, and market managers, as applicable (secure with tent weights)
❑ Set up table(s) for F2P food demonstrations:
  - ○ Cover table(s) with a table cloth and display recipes, SNAP brochures, market flyers, *In Justice for All* posters, etc.
  - ○ Arrange drinking water and hand-washing station(s) on the table(s) per FMF's "General Guidelines for Food Sampling at Direct Marketing Venues" (i.e. 2 coolers, one with on/off spigot and warm water and one with cold drinking water, water cups, soap, paper towels, catch buckets.
  - ○ Place large bins containing the following under the table(s):

- banners, flags, bungee cords, first aid kit, extra printer paper, rope, scissors, etc.
- paper towels, soap, garbage bags, food thermometer, extra utensils and cooking supplies, food prep gloves, water cups, sample cups, forks, spoons etc.
  - Arrange equipment on the table(s) as needed for washing, preparing, cooking, and displaying the recipe tastings
  - Place the following near the table(s) so they are easily accessible:
    - cooler(s) with extra ice to keep food cold, thermometer and time/temperature logs
    - trash receptacle for refuse
  - Place "market" binder within easy reach. The binder should contain: **Parent/Participant F2P Enrollment forms**, **Photo Releases**, as well as forms to record sales and participation data.
- ❑ Assist the farmer in setting up their table(s), as needed:
  - Display all produce on table(s) or at least 12 inches off the ground
  - Display all produce in an appealing manner that looks plentiful (e.g. use clean tables, tablecloths, baskets, bushels, boxes, etc.)
  - Label all produce by name and price
  - Produce should remain under tent as much as possible to protect from elements (except in extreme cases such as high wind etc.)
  - Hang grocery bags so they are easily accessible for customers
  - Make sure farmer has enough cash (i.e. dollars and coins) to effectively make change for customers paying in cash
  - Be sure the produce scale is clean and in good working order
  - Assist in keeping produce displays full; refill when needed
  - Keep boxes and extra produce under tables (at least 12 inches off the ground) or neatly stacked out of the way
  - Be sure walking paths are clear of debris
  - Make a trash receptacle available for refuse

Market Operation

- ❑ Welcome customers:
  - Greet customers to make them feel welcome and offer to answer any questions
- ❑ Track participation and maintain required market sales documentation:
  - Track daily attendance count as required by Fresh Connect (use clicker)
  - Maintain tallies of the number of parents making purchases
- ❑ Take photos of produce displays, customers shopping, the farmer, children, etc.; Obtain signed photo releases
- ❑ Conduct food demonstration highlighting produce available at the F2P "market" (see section below)
- ❑ Submit sales and participation reports monthly to EWPH.Fiscal@health.ny.gov with a copy to the EWPH Contract Manager

Food Demonstration

- ❑ F2P Coordinator will demonstrate a JSY recipe based on seasonal produce available at the F2P market:
  - Follow **Recipe Demonstration Lesson plan**
  - Wash hands at handwashing station before you begin cooking; wear gloves when touching any food that will be served, and replace gloves often after washing hands first
  - Gather and purchase necessary produce from the farmer for use in the food demonstration
  - Keep knives safely away from little hands and put away when not in use
  - Keep perishable foods in cooler at all times
  - Maintain proper temperatures of foods following the time/temperature log procedure
  - Make small batches of the recipe demonstrated to keep food fresh
  - Serve up a sample size portion (2 oz.) to each participant
  - Distribute recipes and related handouts to participants

- o Collect completed **F2P Market Enrollment Forms**
- o Invite participants to purchase recipe ingredients (produce) from the farmer
- o If applicable, invite participants to take advantage of Fresh Connect by purchasing produce with their SNAP benefits (they'll get 40% more for their money, i.e. they'll get $2 in free money for every $5 spent in SNAP benefits)
- o Invite participants to use their FMNP checks
- o Invite participants to come back next week (entice them by describing the recipe you plan to prepare and communicating the types of vegetables and fruits that will be available)

Center Purchases

- ❑ F2P Coordinator provides technical assistance to centers, as needed
- ❑ Center purchases F2P produce for use in CACFP reimbursable meals and snacks

Reporting

- ❑ Due weekly to EWPH.Fiscal@health.ny.gov:
  - o EARS Participant Tracking Worksheet
  - o F2P Indicators Report (Pre and Post)
  - o Market Sales & Participation Tracking Worksheet
- ❑ Assist Farmer with completion of required FMNP and Fresh Connect reports for the NYS Department of Agriculture & Markets, as applicable.

Conduct F2P Post Survey

- ☐ F2P Coordinator adheres to the F2P Participant Survey Administration Protocol.

Sustainability Planning

- ❑ Review plans to sustain onsite F2P activities with the center director, "F2P Champ", Champion Coordinator, and/or Champion Workgroup
  - o Facilitate discussion and planning with Center staff and the farmer to continue the F2P "market"
  - o Help center and farmer establish plans to continue purchasing bulk produce for meal service
  - o Remind center teaching staff that additional classroom lessons are available in the Grow It, Try it, Like It curriculum
  - o Assist center staff or F2P Champ with steps needed to prepare the outdoor F2P garden for the winter (see gardening resource materials)

Post-Season

Wrap Up

- ❑ If applicable, the farmer returns unused Fresh Connect coupons and Fresh Connect Daily Log Sheets to Ag & Markets.
- ❑ F2P Coordinator provides **technical assistance**, as needed, for garden harvest and incorporation of produce into CACFP reimbursable snack menu.
- ❑ F2P Coordinator helps center finalize plans for recognition and celebration activities, if applicable.
- ❑ F2P Coordinator develops a *Farm to Preschool Spotlight* and submits to the EWPH Fiscal BML with a copy to the EWPH Contract Manager

F2P Indicators

- ☐ F2P Coordinator updates the pre-season indicators, as needed, and completes the mid- and post-season indicators (see F2P Sales and Indicators Reporting workbook in MS Excel) and submits to their EWPH contract manager with a copy to the EWPH Fiscal BML at EWPH.Fiscal@health.ny.gov.

Sustainability Planning (continued)

❑ F2P Coordinator conducts **wrap up meeting with the Champion workgroup** to plan next steps.

Detailed justifications must be provided for all requested items, and proposed costs must be properly explained. All administrative costs must be itemized in the Other budget category; are limited to no more than 15% of the total proposed costs and must be identified and itemized. All other program costs should be included in the remaining budget categories. See Attachment 14 (FFY22 USDA SNAP-Ed Guidance) for allowable and unallowable costs as well as definitions of administrative versus programmatic costs.

All contractors must abide by NYS and Federal cost principles.

A. **Salaries** – Identify salary expenses for all staff outlined in section III.A.4. of the RFA. Include the annual salaries and corresponding full-time equivalent (FTE) values of direct program staff who will be delivering classes and other activities, including staff involved with direct management, supervising and monitoring. The applicant is responsible for all training, management support, monitoring, and reporting for all staff.

It is expected that applicants will propose the following staffing by region:

Region	# FTE Champion RDs	# FTE Farm to Preschool Coordinators	# FTE Center Recruitment Coordinators	# FTE Project Managers
Long Island	1	1	0.05	0.20
New York City	9	2	0.45	1.10
Lower Hudson Valley	2	1	0.10	0.30
Capital	2	1	0.10	0.30
Central	2	1	0.10	0.30
Western	3	1	0.15	0.40

a. The EWPHCCS Champion intervention must be delivered by a **Registered Dietitian**. For this RFA, a Registered Dietitian (RD) is a trained nutrition professional who has met the strict educational and experiential standards set forth by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics. Each RD must be budgeted at 100% FTE to implement the EWPHCCS Champion intervention in a minimum of 9 center equivalents each year. No part-time RDs will be allowed. Salaries must be commensurate with occupational wage estimates as outlined on the U.S. Bureau of Labor Statistics website at the following link: https://www.bls.gov/oes/current/oes291031.htm#st. See the minimum and preferred qualifications as outlined in the EWPHCCS RD Job Description in Attachment 15 (Job Descriptions).

b. The EWPHCCS **Farm to Preschool** project must be delivered by an individual with the minimum and preferred qualifications as outlined in the Farm to Preschool Coordinator Job Description in Attachment 15 (Job Descriptions). Each Farm to Preschool Coordinator must be budgeted at 100% FTE to implement the Farm to Preschool initiative in a minimum of 3 unique centers (4 center equivalents) each year and to provide support to former Farm to Preschool centers

to facilitate continued implementation of Farm to Preschool Policy, Systems and Environmental (PSE) components. Salary or wages should be commensurate with the level of education and experience required for the position.

c. It is expected that the applicant will hire or assign a **Center Recruitment Coordinator** to identify and recruit CACFP-participating child care centers to implement the EWPHCCS Champion initiative and Farm to Preschool projects to successfully meet annual deliverables. Time should be allocated at 5% per 1.0 FTE RD. Salary should be commensurate with the level of education and experience required for the position. See the Center Recruitment Coordinator Job Description in Attachment 15 (Job Descriptions).

d. It is expected that the applicant will hire or assign a **Project Manager**. Salary should be commensurate with the level of education and experience required for the position. Time should be allocated at 10% per 1.0 FTE RD and Farm to Preschool Coordinator. The program manager directs and oversees all aspects of the program and is the primary person with whom the NYSDOH conducts all business. The manager may be a supervising RD. The manager will interact with NYSDOH on all issues pertaining to the contract, including but not limited to policy and operations, fiscal, contract, personnel, training, program monitoring, reporting, and evaluation. See the Project Manager Job Description in Attachment 15 (Job Descriptions).

e. Agencies should consider including bilingual/bicultural educators as needed to address the needs of limited English proficient adults and youth in the areas of the State with increasing ethnic diversity to ensure the broadest reach of nutrition education programming.

f. Agencies should also include the 'cost reasonable' annual salaries and corresponding full-time equivalent (FTE) values of **other necessary program staff**, including supervisors, nutrition assistants, communication, and data reporting staff.

g. Notice that **Administrative Staff** including 'cost reasonable' administrative, human resources, fiscal, and other necessary staff required for program operations not delivering direct programming should be included in the Other budget category.

B. **Fringe Benefits** – If a federally approved fringe rate agreement is used, then a current copy of the agreement must be uploaded to the Pre-Submission Uploads section of the Grants Gateway. If not, then the rate identified must be supported by completing Attachment 16 (Fringe Benefit Rate Worksheet), which must be uploaded to the Pre-Submission Uploads section of the Grants Gateway. Instructions for completing the Worksheet are provided within the document. If the proposed positions require the use of more than one fringe benefit rate, provide a breakdown of the base salary amount and respective rate for each. The total requested amount would then be based on a blend of

each of the rates (e.g. FT Staff 35% x $25,000 Total Salaries; PT Staff 15% x $15,000 Total Salaries).

Benefits should be budgeted in line with an organization's standard fringe benefit policy and/or negotiated bargaining agreement and should not exceed the current NYS rate published by the OSC in the Guide to Financial Operations. If budgeted fringe benefits represent an exception to standard policy, please explain the basis.

Include any social security, workers' compensation, unemployment insurance, disability insurance, and other insurance programs the applicant organization provides. Current certificates of workers' compensation, unemployment insurance, and disability insurance must be uploaded to the Pre-Submission Uploads section of the Grants Gateway.

Contractors will be subject to rate limits that are in effect throughout the term of the contract.

C. **Contractual Services** – This budget category includes individuals or organizations external to the applicant organization which will enter into an agreement with the applicant to provide any services outlined in or associated with the contract, and whose services are to be funded under the contract. This category also includes subcontracts to facilitate wide geographic coverage when travel expenses would be excessive. For example, providing interventions in child care centers in areas in excess of 100 miles from the contracting organization.

For each line item, please provide the name of the organization, company, or individual, a brief indication of the type of service, and the requested amount. If the "who" is unknown please provide a brief description of the service to be provided and indicate to be hired (TBH). Please indicate if the contractor/consultant is considered a program (P) or administrative (A) expense. All such contractual services are to be a bona fide written contract and a copy of each, including budget and work plan, must be uploaded to the Pre-Submission Uploads section of the Grants Gateway. If details are not known, include a brief narrative of each contractual service to be provided, indicating the organization/individual selected.

All subcontractors receiving $100,000 or more must be current with the Attorney General's Office Charities Bureau and have a current Vendor Responsibility Questionnaire in the OSC VendRep system. All subcontracts are subject to review and approval by New York State.

Applicants may subcontract components of the scope of work. The applicant organization must also retain a larger percentage of the total budget than any individual subcontractor receives (e.g. if the applicant organization retains 40% of the budget, no individual subcontractor may receive more than 39% of the total budget).

Each subcontractor budget must accommodate for 100% of the deliverables outlined in the **Core EWPHCCS Funded Organization Requirements** and must reflect the

duration of five-year contract period. Any proposals to subcontract for less than the five-year contract period will not be considered due to foreseen delays in recruitment, hiring and training of program staff which would delay program implementation. If an applicant proposes to subcontract for less than the five-year contract period and gets awarded a contract from this RFA, then the applicant must absorb those proposed subcontractor deliverables into their own scope of work.

D. **Travel and Training** – Include reasonable travel costs to implement the EWPHCCS Champion and Farm to Preschool interventions, shop for perishable foods, attend meetings, conduct routine program monitoring, and attend training(s). Include one annual training in Albany.

This program requires a significant amount of local and regional travel. All travel costs related to direct services must be reasonable and necessary. All costs and claims submitted must comply with NYS Office State Comptroller guidelines. Agencies are responsible for ensuring that staff hired can travel to areas of the State that are not supported by public transportation for ongoing direct service activities. Cost reasonable Metro/subway and bus fares, car rental, parking fees, and tolls are allowable costs when employee is in 'travel status' for official business only.

Only travel costs for personnel listed under staff salaries is allowed. Personal mileage for delivery of direct services is reimbursed at the current NYS mileage rate. A lower rate may be used as consistent with the applicant organization's travel policy. Agencies that maintain fleet vehicles will be reimbursed at the fleet rate. See the Internal Revenue Service website at the following link for the current standard mileage rate: https://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/4/C.htm. See the U.S. General Services Administration website at the following link for the NYS lodging and meal per diem rates: https://www.gsa.gov/travel/plan-book/per-diem-rates.

All mileage reimbursement requires the submission of documentation listing departing origin, destination location, distance traveled, and purpose of travel. See Attachment 17 (EWPHCCS Monthly Travel and Expense Log). Subcontractor travel expenses must be included in the applicable contractual services budget.

Cost related to employee travel to and from home to work is not allowable. Daily and/or monthly parking rates for office garages and/or lots is not allowable. Travel by taxi and ride sharing are not considered reasonable travel costs for ongoing direct service activities. Driver tips and taxes are not allowable. No out-of-state travel costs are allowed unless specifically requested and pre-approved by NYSDOH and OTDA.

E. **Equipment** – Include the purchase, rental and leasing of any 'non-consumable, tangible property' having a useful life of more than one year. Computer equipment is limited to either: 1) a desktop office computer, or 2) a laptop computer and case for each employee for the contract term. Contractors are responsible for maintaining an inventory of all equipment purchased during the contract term.

When equipment is damaged and replacement costs are more economical than repair, the agency is required to request 'permission to discard and replace' the equipment. For all equipment expenses, proration must be used for staff working less than 100% on EWPHCCS activities. Three price quotes for same or comparable items are required for items costing between $501 and $5,000. Equipment purchases with grant dollars will be limited and substantial purchases are strongly discouraged and should be avoided. In the Budget Narrative section, describe the equipment and how it relates to service delivery. If other than the low bidder is selected, provide a statement as to why that vendor was selected. Factors that may influence selection are free delivery and installation, special features, better warranty or maintenance agreement, etc. **Equipment items costing $500 or less per item, with a useful life of less than one year, are considered supplies and should be included in the Operating Expenses section.** The following equipment purchases are prohibited and should not be included in the application: any equipment costing $5,000 per unit or more; vehicles; kitchen appliances (such as refrigeration, stoves, dishwashers); medical equipment; washers and dryers; handwashing stations; commercial food service equipment and/or dining facility equipment; and retail infrastructure (such as refrigeration and shelving).

F. **Space/Property-Rent** – Include prorated necessary and 'reasonable' real estate rental costs required for the operation of the program. A rental agreement must be included as part of an awarded contract. Space justification must be provided and include cost per square foot. Only the square footage being used by staff charged to SNAP-Ed approved FTEs may be included.

   This category also includes lease agreements for use of commercial/certified kitchen space to be used for lesson recipe preparation, if not prepared on location at the applicant organization or the intervention child care center. No personal home-based food preparation or storage will be allowed.

G. **Space/Property-Own** – Include prorated necessary and reasonable real estate costs associated with owned property allocated to the program. Space justification must include cost per square foot and only the square footage being used by staff charged to SNAP-Ed approved FTEs may be included. Capital expenditures for improvement or acquisition of facilities, including costs associated with maintenance to extend the life of property is unallowable.

H. **Utilities** – Include necessary and reasonable costs associated with utilities such as electricity, gas and water. Enter a separate budget line for each utility expense. Justification for utilities must be provided and must be prorated or allocated based on the cost per square footage of space being used by staff charged to SNAP-Ed and/or based on SNAP-Ed approved FTEs, as applicable.

I. **Operating Expenses** – Include cost reasonable and necessary operating expenses such as: teaching materials, food for EWPHCCS Champion and Farm to Preschool activities and recipe demonstrations, disposable supplies, office supplies, copying and printing costs, nutrition education reinforcement items, postage, office phones, internet, and fax.

Quarterly bulk purchasing of office supplies, shelf stable food demonstration supplies, and non-food supplies is strongly encouraged. Agency is responsible for providing each RD and Farm to Preschool Coordinator with the necessary material, supplies, and equipment needed annually and for the contract term. Food delivery fees to priority site locations is allowable when necessary and cost reasonable. Cost reasonable replacements for broken equipment is also allowable, when necessary.

   a. **Program Supplies**
       i. **Workshop Supplies**:
           A. **Non-food Supplies** – Include the estimated cost for non-food supplies necessary to implement EWPHCCS Champion and Farm to Preschool activities and recipe demonstrations, such as:
               - **Disposable goods** like disposable utensils, disposable gloves, paper goods, disinfecting wipes, etc. for use with food-related activities and recipe demonstrations.
               - **Multiuse workshop materials** like kitchen tools to facilitate safe recipe preparation, demonstration and storage; poster paper, markers, etc. to visually communicate educational messages. This may also include coolers, water coolers with a continuous spout and buckets (for waste water) to be used as portable handwashing stations for outdoor Farm to Preschool recipe demonstrations. See the Farm to Preschool Coordinator Supplies list.
           B. **Food** – Include the estimated cost for recipe ingredients to implement the EWPHCCS Champion and Farm to Preschool activities and recipe demonstrations.
       ii. **Champion Implementation Toolkits** – Include an estimated $250 per Champion center equivalent (9 center equivalents per FTE RD annually).
       iii. **Champion Sustainability Toolkits** – Include an estimated $250 per unique child care center [not center equivalent] implementing the Champion initiative.
       iv. **Farm to Preschool Toolkits** – Include an estimated $250 per unique child care center implementing the Farm to Preschool project (3 unique centers per FTE Farm to Preschool Coordinator annually). See the Farm to Preschool Center Toolkits list.

   b. **Nutrition Education Reinforcement Items** – Attachment 14 (FFY22 USDA SNAP-Ed Guidance) requires that nutrition education reinforcement items cost $5.00 or less per item with demonstrated effectiveness related to reinforcing nutrition education class topics. Knives are prohibited. See the current USDA SNAP-Ed Guidance annually for maximum allowance per item.

   c. **Phones** – Include the cost of agency office phones for SNAP-Ed approved FTEs, including the cost of mobile devices and corresponding data plans.

    d. **Office Supplies** – Include general office supplies necessary for operation of the program including, but not limited to, paper, pens, pencils, stapler, paper clips, sticky notes, folders, and envelopes.

    e. **Translation Services** – Include costs related to translating written program materials into language(s) not currently available but necessary based on the population(s) being served.

J. **Other** – Administrative costs, including administrative staff, general administrative office supplies, administrative telephone and internet costs, agency position recruitment and background checks, and cost-allocated costs for agency audits. The itemized administrative total must not exceed 15% of the total proposed costs.

    a. **Administrative Staff** – includes 'cost reasonable' administrative, human resources, fiscal and other necessary staff required for program operations not delivering direct programming. Executive staff compensation must be cost reasonable and reflect the actual percent administrative time spent on the program. Any personnel that provide both direct services and administrative duties may be split accordingly between the personnel and administrative cost categories. The explanation/justification should be very specific as to the time spent on activities in such instances. Funds requested in support of administrative personnel are subject to NYS Executive Order #38 and attending NYS Social Services Law. Pursuant to this order, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of $199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of Division of Budget (DOB).

    b. **Administrative telephone and internet costs**

    c. **Agency position recruitment and background checks**

    d. **Cost-allocated costs for agency audits**

Indirect costs, including federally approved indirect cost rates, are not allowed.

It is generally understood that the amount requested is not always equivalent to the maximum allowable amount because the budget may not be sufficient to support all related costs.

Any administrative costs included in other areas of the budget will be moved to the Other budget category if a contract is awarded from this RFA.

EWPHCCS MONTHLY TRAVEL & EXPENSE LOG
Attach Receipts for Hotel/Tolls/Taxi/Train

Employee Name: _____   **Office Ac** _____

Month/Year: _____   **Home Ac** _____

Instructions: Complete the chart below to document EWPHCCS travel expenses. This chart will calculate the number of claimable miles plus receipted travel costs in accordance with NYS Travel Policy and the "lesser of mileage rule". To use, complete the travel and expense log below entering travel expense information on one row per trip:

• For each day of travel, enter the date and select whether travel originated from the Office (Official Work Station) or the employee's home.

• If travel to any one travel destination(s) will be outside a 35 mile radius of the originating address (either home or office) , **select "Travel Status"**; if traveling to a destination(s) within a 35 mile radius, select **"Not in Travel Status"**. Employees that are in "Travel Status" may claim actual mileage while employees "Not in Travel Status" must claim travel according to the "lesser of mileage rule".

• Each row can calculate mileage from home/office to 1 to 3 destinations and return mileage to home/office. For each destination traveled, enter the address and the number of miles between each destination. For travel from the Point of Origin to Destination 1 that begins at the Office, enter the # miles from the office to destination 1 (**Column E - "Number of Miles Office to Destination 1"**). For travel from the Point of Origin to Destination 1 that begins at Home, enter the # miles from the office to destination 1 (**Column E - "Number of Miles Office to Destination 1"**) AND the # of miles from home to destination 1 (**Column F - "Number of Miles Home to Destination 1"**).

• For travel from the final destination that ends at the Office, enter the # miles from the last destination to the Office (**Column M - "Number of Miles from Last Destination to Office"**). For travel from the final destination that ends at home, enter the # miles from the last destination to the Office (**Column M - "Number of Miles from Last Destination to Office"**) AND the # of miles from the last destination to Home (**Column N - "Number of Miles from Last Destination to Home"**).

• Enter the amount of receipted expenses for hotel/lodging, tolls, taxi, and train in **Column Q - "Receipted Hotel/Tolls/Taxi/Train"**.

Date	Point of Origin (Home or Office)	Travel Status?	Destination 1 (Address)	# Miles (Office to Destination 1)	# Miles (Home to Destination 1)	Destination 2 (Address)	# Miles (Destination 1 to Destination 2)	Destination 3 (Address)	# Miles (Destination 2 to Destination 3)	Ending Location (Home or Office)	# Miles from Last Destination to Office	# Miles from Last Destination to Home	Total # Miles	Receipted Hotel/ Tolls/ Taxi/ Train	Claimable Total (at $0.56 per mile)
	Select Home or Office.	*Select "Travel Status" if traveling to a Destination outside a 35 mile radius from both Home and Office Only.*			*If Point of Origin is Home Only.*					*Home if traveling directly home from last destination Only*		*If Ending Location is Home Only*			
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Staff Signature: _____   Supervisor Signature: _____

Date: _____   Date: _____

Eat Well Play Hard in Child Care Settings

Farm to Preschool
Center Toolkits

Gardening Toolkit

Description

Farm to Preschool gardening activities will vary from center to center based on the goals, needs and space available for creating and maintaining an indoor or outdoor garden. The toolkit options below reflect a collection of items that can be purchased for the center at the beginning of the Farm to Preschool season to facilitate establishment of a garden at or adjacent to the center. It is not expected (or anticipated) that centers will require all the items listed. Farm to Preschool Coordinators must assess the needs of the center *before* providing any items. Any items provided to the center at the beginning of the season will be left with the center for them to continue the gardening activities with the preschool aged children in care during subsequent seasons. If a center needs an item that is not included on the list below, then grantees must obtain preapproval from their contract manager *before* making the purchase.

Cost Reasonableness

To facilitate cost reasonableness:
- Items should be purchased in quantity at the beginning of the season at the best available price.
- Three price quotes are required for items (either individual items or bulk purchases) costing over $25 and must be retained as proof of purchase of the most reasonable option. Factors that affect cost reasonableness include: cost of the items, item bundles, and shipping costs.
- Novelty items are generally not allowed since plain items are generally less expensive. For example, child-sized watering cans in shapes of flowers or bugs are not considered the most cost reasonable option when plain child-sized watering cans are often available at a lower cost. Character themed gardening gloves or tools may also be considered novelty items.

Toolkit Items

Options include:
- ☐ Assorted vegetable seeds
- ☐ Seed starter kit (multi cell starter tray with transparent plastic lid)
- ☐ Potting soil
- ☐ Garden Soil
- ☐ Pruning shears
- ☐ Pots/Planters including rectangle window boxes (Hydroponic planters are not allowable)
- ☐ Grow lights (for indoor gardening)
- ☐ Wooden sticks for seed markers
- ☐ Watering hose
- ☐ Watering wands or hose nozzle
- ☐ Tomato cages/stakes/trellising
- ☐ Adult-sized gardening gloves
- ☐ Adult-sized handheld gardening tools
- ☐ Adult-sized long handled gardening tools
- ☐ Child-sized gardening gloves
- ☐ Child-sized watering can
- ☐ Child-sized wheelbarrow
- ☐ Child-sized handheld gardening tools (e.g. trowel, rake, spade)
- ☐ Child-sized long handled gardening tools (e.g. shovel, hoe, garden rake, metal leaf rake)

If a center plans to construct a raised bed garden or other outdoor inground garden, Farm to Preschool Coordinators should encourage the centers to reach out to their local garden centers, hardware stores, etc. for donations of larger supplies that are not included in the allowable toolkit options listed above. Lumber, fencing and hardware purchases are not allowable. Rentals of gardening equipment are not allowable. Fees for participation in community gardens are not allowable.

Champion Implementation Toolkit

The implementation toolkit includes materials needed to support the RD-led child lessons and the teacher-led child nutrition and movement activities in each preschool classroom. These materials have been carefully selected to align with the preschool activities and Champion goals. The items in this list are required to be purchased and distributed as indicated below. Use the chart below as a guide to order and purchase the amount needed depending on the number and size of Champion Centers receiving the Champion implementation. Also, plan to order enough of these items to provide 1 of each item to each RD.

Item/Purpose	Item Description	Justification	When Distributed	Quantity Calculation
Children's Book	*How Do Dinosaurs Eat Their Food?* by Jane Yolen & Mark Teague	Supports Food Mood RD-led Nutrition Activity	Provided to Preschool Classroom teachers following RD-led Food Mood Lesson	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*Up Down and Around* by Katherine Ayres	Supports Vary Your Veggies RD-led Movement and Nutrition Activities	Provided to Preschool Classroom teachers following RD-led Vary Your Veggie Lesson	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*Handa's Surprise* by Eileen Browne	Supports Flavorful Fruit RD-led Nutrition Activity	Provided to Preschool Classroom teachers following RD-led Flavorful Fruit Lesson	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*From Grass to Milk* by Stacy Taus-Bolstad	Supports Dairylicous teacher-led Nutrition Activity	Provided to Preschool Classroom teachers following RD-led Dairylicous Lesson	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*Growing Colors* by Bruce McMillan	Supports Smart Snacking RD-led Nutrition Activity	Provided to Preschool Classroom teachers following RD-led Smart Snacking Lesson	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*I Am Water* by Jean Marzollo	Supports Fitness is Fun RD-led Nutrition Activity	Provided to Preschool Classroom teachers following RD-led Fitness is Fun Activity	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*From the Garden: A Counting Book About Growing Food* by Michael Dahl	Supports Fitness is Fun Teacher-led Nutrition Activity	Provided to Preschool Classroom teachers following RD-led Fitness is Fun Lesson	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*Animal Boogie* by Debbie Harter (Save for Center-based Refresher)	Supports New Movement Activity presented at Center-Based Refresher Workshop	Provided to Preschool Classroom teachers following Center-based Refresher Workshop	1 per preschool classroom; 1 per EWPHCCS RD
Children's Book	*Eating the Alphabet Fruits and Vegetables from A to Z* by Lois Elhert (Save for Center-based Refresher)	Supports New Nutrition Activity presented at Center-based Refresher Workshop	Provided to Preschool Classroom teachers following Center-based Refresher Workshop	1 per preschool classroom; 1 per EWPHCCS RD
Visual Aid Cards	Laminated photographs: vegetables & fruits (Available on the EWPHCCS SharePoint Site)	Supports Food Mood, Vary Your Veggies, Flavorful Fruit RD and teacher-led nutrition and movement activities	Provided to Preschool Classroom teachers following RD-led Vary Your Veggies and Flavorful Fruit lessons	2 sets per preschool classroom

Item/Purpose	Item Description	Justification	When Distributed	Quantity Calculation
Visual Aid Cards	Laminated photographs: dairy foods & healthy snacks (Available on the EWPHCCS SharePoint Site)	Supports Dairylicious, Smart Snacking RD and teacher-led nutrition and movement activities	Provided to Preschool Classroom teachers following RD-led Dairylicious and Smart Snacking lessons	1 set per preschool classroom; 1 per EWPHCCS RD
Visual Aid Cards	Laminated photographs: weather (Available on the EWPHCCS SharePoint Site)	Supports Smart Snacking RD and teacher-led movement activities	Provided to Preschool Classroom teachers following RD-led Smart Snacking lessons	1 set per preschool classroom; 1 per EWPHCCS RD
Visual Aid Cards	Laminated photographs: physical activity (Available on the EWPHCCS SharePoint Site)	Supports Fitness is Fun RD and teacher-led movement activities	Provided to Preschool Classroom teachers following Fitness is Fun lesson	1 set per preschool classroom; 1 per EWPHCCS RD
Binders	1 inch binder	Provides organization for Classroom Resources (Child lessons)	Provided to Preschool Classroom teachers, & Champ. Coord. during planning meeting and staff orientation	1 per preschool classroom; 1 per Champion Coordinator
Folders	pocket folder	Provides organization planning meeting: Food Discovery Activities and Best Practice What's Your Policy materials	Provide at planning meeting	2 per center
Food Discovery Planning Meeting Folder	CACFP Meal Pattern, CACFP How to Reach Us flyer (Available on the EWPHCCS SharePoint Site)	Supports improved menu development	Provide at planning meeting	1 per center
Food Discovery Planning Meeting Folder	Crediting Foods in CACFP (Available to order through CACFP)	Supports improved menu development	Provide at planning meeting	1 per center director, if needed
SNAP *And Justice for All* Poster	SNAP *And Justice for All* poster (Available to order through EWPHCCS)	SNAP-Ed Requirement	Posted at all EWPHCCS sessions (marketing, lessons and workshops)	1 per center (to be used by the EWPHCCS RD wherever and whenever SNAP-Ed is provided)
Small EWPH Posters	EWPHCCS Messages - set of 7 (Available on the EWPHCCS SharePoint Site)	Supports EWPHCCS Messages:	Provided to teachers bi-weekly	1 set per preschool classroom
Large EWPH Posters	EWPHCCS Messages - set of 7 (Available on the EWPHCCS SharePoint Site)	Supports EWPHCCS Messages: Provided to center director	Provide at planning meeting	1 set per center

Item/Purpose	Item Description	Justification	When Distributed	Quantity Calculation
SNAP Poster, Brochure, & Palm Cards	OTDA SNAP Outreach Posters and brochures (Available for order through OTDA Publications e-Form)	Supports SNAP Messages: Provided to director during set-up meeting	Poster: provided at planning meeting Brochure: Displayed at workshops and marketing sessions Palm card: Displayed at workshops and marketing sessions	Poster: 1 per center Brochure: 1 per adult attending marketing and workshops Palm card: 1 per adult attending marketing and workshops
FS Meal Service	Child-Size Tongs	Supports family style dining practices	Provided at planning meeting	3 per preschool classroom
FS Meal Service	Child-Size Serving Spoons	Supports family style dining practices	Provided at planning meeting	3 per preschool classroom
FS Meal Service	Child-Size Strainer Spoons	Supports family style dining practices	Provided at planning meeting	3 per preschool classroom

Champion Center Sustainment Toolkit

Note to EWPHCCS RD: The Sustainment Toolkit supports long term best practice goals. This list is to be provided to center directors to complete at mid-point of the program implementation (i.e. week 6). Center directors may select up to $250 from the items on the list per each unique center (not each center equivalent). Once selected, order these items for centers. The following prices are estimates and actual costs will vary. It's recommended that your organization obtain current cost estimates before providing this list to center directors. Remember to obtain price quotes for the same or comparable options and be sure to select the most cost reasonable option. Shipping and handling costs as well as free returns (if needed) are all things to consider when determining cost reasonableness.

Champion Center:			CACFP #:	
EWPHCCS Nutritionist:			Date:	

Item			Qty	Estimated Unit Cost	Total Cost
Child Size Plastic Pitchers		Set of six 2-pint clear plastic pitchers		$25.00	
Child Size Plastic Pitchers		Set of six 1-pint plastic pitchers		$30.00	
Child-Sized Serving Bowls		Set of twelve Ribbed Round Serving Bowls, 6.75 inches		$52.00	
Child-Sized Serving Utensils Set		Set includes 2 spoons, 2 strainer spoons, 1 tongs, and 1 ladle		$17.00	
Child-Sized Tongs		Set of six plastic tongs, 6 inches		$19.00	
Child-Sized Serving Spoons		Set of six Mini Spoons, 7.5 inches		$14.00	
		Individual Mini Serving Spoon, 7.5 inches		$3.00	
Child-Sized Slotted Spoons		Set of six Mini Slotted Spoons, 7.5 inches		$14.00	
		Individual Mini Slotted Spoons, 7.5 inches		$3.00	
Child-Sized Serving Ladle		Set of six Mini Ladle, 7.5 inches		$14.00	
		Individual Mini Ladle, 7.5 inches		$3.00	
Apple Corer and Slicer		Individual 12-section aluminum apple corer and slicer		$7.84	
Mandolin Slicer		Individual mandolin slicer		$41.00	
Salad Spinner		Individual salad spinner		$32.00	
Spiralizer		Individual Spiralizer		$16.99	

Item			Qty	Estimated Unit Cost	Total Cost
Vegetable Peeler with Stainless Steel Blade		Individual "Y" vegetable peeler with stainless steel blade, 6 inches		$3.20	
Parachute (6')		Parachute 6', 8 Panels Use for Champion Curriculum Movement Activity Parachute Salad.		$22.00	
Parachute (12')		Parachute 12', 8 Panels Use for Champion Curriculum Movement Activity Parachute Salad.		$52.00	
Crawl Tunnel (6')		Crawl Tunnel (20" x 6') and Storage Bag Use for Champion Curriculum Movement Activity Over, On, Under, Around and Through.		$37.00	
Ready Set Move Classroom Activity Set		3 inflatable fitness dice & 25 foam spots Use for Champion Curriculum Movement Activity Fitness Fun Box.		$40.00	
Fitness Dice		Fitness Dice (pair) 4" x 4" Use for Champion Curriculum Movement Activity Fitness Fun Box.		$17.00	
Bean Bag Fruit & Vegetable Characters Set		Set of 12 includes: Apricot, Blueberry, Cantaloupe, Kiwi, Strawberry, Broccoli, Cherry Tomato, Eggplant, Red Pepper, Spinach, Sugar Snap Peas, & Sweet Potato Use for Champion Curriculum Movement Activity Parachute Salad.		$52.00	
Activity Scarves		Set includes twelve 24" colorful scarves. Use to enhance any movement activity.		$11.00	

Total

*Do not exceed $250.00

 * Shipping is not included in these prices. Selection and quantities of items will depend on shipping costs.

Eat Well Play Hard in Child Care Settings

Farm to Preschool
Coordinator Supplies

Supply List

Description	Farm to Preschool Coordinators are required to educate participants by: • Implementing weekly activities in preschool classrooms using the *Grow It, Try It, Like It!* curriculum during the Spring. • Conducting weekly recipe demonstrations at Farm to Preschool centers during the summer months. The supplies below reflect a collection of items that will likely be used by Coordinators during the provision of nutrition education as outlined above. Coordinators must assess what they already have in inventory and/or what supplies can be shared with the EWPHCCS RDs *before* purchasing any additional supplies. All Farm to Preschool supplies are to remain with the Coordinator and should not be left with the center. If there is a supply needed that is not included on the list below, then grantees must obtain preapproval from their contract manager *before* making the purchase.
Cost Reasonableness	To facilitate cost reasonableness: • Items should be purchased in quantity whenever possible and at the best available price. • Paper products should be purchased in bulk on a quarterly basis, not on a weekly basis at retail stores. • Novelty items are not allowed since plain items are generally less expensive. • Three price quotes are required for items (either individual items or bulk purchases) costing over $25 and must be retained as proof of purchase of the most reasonable option. Factors that affect cost reasonableness include: cost of the items, item bundles, shipping costs and warranties for electrical kitchen tools.
Coordinator Supplies	*Grow It, Try It, Like It!* supplies for activities include: ☐ Potting soil & seeds (for classroom activities) ☐ 5-6-ounce paper cups ☐ Waterproof markers, pencils, wooden craft sticks, ruler and yard stick ☐ Mystery box or bag ☐ Quart-sized jar Recipe demonstration supplies include: ☐ Tent or pop-up shelter canopy tent ☐ Folding table (large, rectangle) ☐ Tablecloth ☐ Cooler to transport food ☐ Ice packs ☐ Water jug with continuous flow spout (to be used as handwashing station) ☐ Hand soap ☐ Mixing bowls ☐ Small bowls or ramekins ☐ Liquid measuring cups ☐ Dry measuring cups ☐ Measuring spoons ☐ Cutting boards ☐ Thermometers ☐ Storage bins ☐ Food preparation utensils (e.g. mixing spoons, knives, whisk, tongs, potato masher, apple corer, spatula, veggie peeler) ☐ Paper products (e.g. paper towels, napkins, small plates, small bowls, sampling cups) ☐ Plastic utensils ☐ Food handler gloves ☐ Sanitizing wipes ☐ Dish soap ☐ Bleach ☐ Spray bottle ☐ Plastic dish bins (1. wash, 2. rinse, 3. sanitize) ☐ Flip chart ☐ Markers ☐ Nutrition education reinforcement items*

ATTACHMENT 23 - WORK PLAN
SUMMARY

PROJECT NAME: <u>Eat Well Play Hard in Child Care Settings</u>

CONTRACTOR SFS PAYEE NAME: _____

CONTRAT PERIOD: From: <u>10/01/2022</u>

                                    To: <u>09/30/2027</u>

Instructions: This RFA has a Grant Opportunity Defined Work Plan set in the Grants Gateway. The Objectives and Tasks cannot be removed from the Work Plan. The applicant will adhere to the implementation of Work Plan activities per the standardized Work Plan.

For the Grants Gateway Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in the text box below. In the Grants Gateway Work Plan Organizational Capacity section, applicants are instructed to list this as "not applicable." Any additional Project Summary or Organizational Capacity entered into these areas will not be considered or scored by reviewers of your application.

Project Summary:

The goal of the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Nutrition Education and Obesity Prevention Program (SNAP-Ed) is to promote healthy diets and active lifestyles to SNAP recipients and eligible families through the provision of behaviorally-focused nutrition education and obesity prevention strategies including the development and adoption of policies and systems that facilitate and support environmental changes. SNAP-Ed goals are incorporated into the Eat Well Play Hard in Child Care Settings components targeting children in care, their families, staff and the child day care program environment.

Eat Well Play Hard in Child Care Settings (EWPHCCS) is a multi-faceted obesity prevention strategy that educates parents, their preschool children and child care center staff on the importance of good nutrition and physical activity. This project includes a focus on nutrition education as well as incorporation of policy, systems and environmental changes in child care centers in an effort to support families in making the healthier choice to eat better and play more.

EWPHCCS utilizes a multi-faceted approach, including:

1) The **EWPHCCS Champion** intervention is a nutrition education and obesity prevention initiative that includes policy, systems and environmental change activities to improve nutrition and physical activity environments.

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2) The **Farm to Preschool** intervention is designed to address barriers related to poor nutrition and food insecurity through education and supportive systems and environmental change.

This organization will perform all duties outlined in this Work Plan.

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Grant Administration	**Task Name: Grant Management**	**Performance Measure Name: Grant Management**
1. Grant administration	1.1. Assume responsibility for oversight and management of all EWPHCCS contracted operations.	1.1.1. Ensure 100% program integrity
	Task Name: Internal Controls	**Performance Measure Name: Internal Controls**
	1.2. Establish and maintain internal controls and quality assurance procedures to ensure program integrity.	1.2.1. Ensure 100% program integrity
	Task Name: Program Oversight	**Performance Measure Name: Program Oversight**
	1.3. Adhere to training, program monitoring, and data collection requirements for all EWPHCCS grant funded staff in compliance with New York State Department of Health (NYSDOH) direction.	1.3.1. Ensure 100% program integrity
	Task Name: Inventory	**Performance Measure Name: Inventory**
	1.4. Maintain inventory list in accordance with NYSDOH direction.	1.4.1. Ensure 100% program integrity

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Financial Accountability	**Task Name: Financial Management**	**Performance Measure Name: Financial Management**
2. Financial Accountability	2.1. Maintain a financial management system that ensures accountability for all EWPHCCS funds received.	2.1.1. Ensure 100% of the funds provided will be properly utilized, accounted for, and in compliance with State Finance Law, Federal USDA SNAP-Ed Guidelines, State SNAP-Ed Funding Agency requirements, and the State SNAP-Ed Implementing Agency procedures.
	Task Name: Budget	**Performance Measure Name: Budget**
	2.2. Establish annual proposed budget and related cost allocations as well as submit budget modifications as necessary.	2.2.1. Ensure 100% of the funds provided will be properly utilized, accounted for, and in compliance with State Finance Law, Federal USDA SNAP-Ed Guidelines, State SNAP-Ed Funding Agency requirements, and the State SNAP-Ed Implementing Agency procedures.
	Task Name: Vouchers	**Performance Measure Name: Vouchers**
	2.3. Submit monthly vouchers in compliance with NYSDOH direction.	2.3.1. Ensure 100% of the funds provided will be properly utilized, accounted for, and in compliance with State Finance Law, Federal USDA SNAP-Ed Guidelines, State SNAP-Ed Funding Agency requirements, and the State SNAP-Ed Implementing Agency procedures.
	Task Name: Supporting Docs	**Performance Measure Name: Supporting Docs**
	2.4. Supply supporting documentation for all financial claims submitted to the Department.	2.4.1. Ensure 100% of the funds provided will be properly utilized, accounted for, and in compliance with State Finance Law, Federal USDA SNAP-Ed Guidelines, State SNAP-Ed Funding Agency requirements, and the State SNAP-Ed Implementing Agency procedures.
	Task Name: Time and Effort	**Performance Measure Name: Time and Effort**
	2.5. Maintain a time and effort reporting system for staff funded by the grant, including a system of maintaining Paid Time Off (PTO) accruals.	2.5.1. Ensure 100% of the funds provided will be properly utilized, accounted for, and in compliance with State Finance Law, Federal USDA SNAP-Ed Guidelines, State SNAP-Ed Funding Agency requirements, and the State SNAP-Ed Implementing Agency procedures.
	Task Name: In-Kind Services	**Performance Measure Name: In-Kind Services**

	2.6. Provide in-kind services and support to maintain EWPHCCS operations, as needed.	2.6.1. Ensure 100% of the funds provided will be properly utilized, accounted for, and in compliance with State Finance Law, Federal USDA SNAP-Ed Guidelines, State SNAP-Ed Funding Agency requirements, and the State SNAP-Ed Implementing Agency procedures.

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Records and Reports	**Task Name: Record Maintenance**	**Performance Measure Name: Record Maintenance**
3. Records and Reports	3.1. Maintain all records and reports of EWPHCCS grant funded activities in compliance with the Department and/or USDA requirements.	3.1.1. 100% of all records and reports will be maintained

ATTACHMENT 23 – WORK PLAN
DETAIL

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Staffing and Deliverables	**Task Name: Registered Dietitian(s)**	**Performance Measure Name: Registered Dietitian(s)**
4. Staffing and Deliverables	4.1. Recruit, hire or assign, train, and maintain one or more full-time (FTE) Registered Dietitian(s) (RD) to implement the Champion intervention in 9 center equivalents annually.	4.1.1. Maintain 100% of RD staff at a ratio of 9 center equivalents:1 FTE RD annually
		Performance Measure Name: Center to RD Ratio
		4.1.2. Maintain a ratio of 9 center equivalents:1 FTE RD annually 100% of the time
	Task Name: Farm to Preschool Coordinator(s)	**Performance Measure Name: Farm to Preschool Coordinator(s)**
	4.2. Recruit, hire or assign, train, and maintain one or more full-time Farm to Preschool Coordinator(s) to implement the Farm to Preschool intervention in 3 unique centers or 4 center equivalents annually.	4.2.1. Maintain 100% of Farm to Preschool staff at a ratio of 3-4 unique centers:1 FTE Farm to Preschool Coordinator annually
		Performance Measure Name: Center to Coordinator Ratio
		4.2.2. Maintain a ratio of 3-4 unique centers:1 FTE Farm to Preschool Coordinator annually 100% of the time
	Task Name: Center Recruitment Coordinator	**Performance Measure Name: Center Recruitment Coordinator**
	4.3. Recruit, hire or assign, train, and maintain one part-time Center Recruitment Coordinator to identify and recruit eligible child care centers to implement the EWPHCCS Champion and Farm to Preschool interventions.	4.3.1. Maintain one part-time Center Recruitment Coordinator allocated at 5% per FTE RD
	Task Name: Project Manager	**Performance Measure Name: Project Manager**
	4.4. Recruit, hire or assign, train, and maintain one Project Manager to manage all aspects of program administration. Time should be allocated at 10-20% per 1.0 FTE program staff.	4.4.1. Maintain one Project Manager allocated at 10% per 1.0 FTE program staff (i.e. RD[s] and Farm to Preschool Coordinator[s])

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Champion Intervention	**Task Name: Champion Intervention**	**Performance Measure Name: Champion Intervention**
5. Champion Intervention Implementation	5.1. Registered Dietitians (RDs) will implement the Champion intervention as directed by the NYSDOH.	5.1.1. Ensure 100% of the Champion intervention is implemented
	Task Name: Educational Curriculum	**Performance Measure Name: Educational Curriculum**
	5.2. RD(s) will implement the Champion educational curriculum as directed by the NYSDOH.	5.2.1. Ensure 100% of the Champion curriculum is implemented
	Task Name: Best Practice Changes	**Performance Measure Name: Best Practice Changes**
	5.3. RD(s) will facilitate center progress toward a minimum of 3 best practice changes per intervention center as directed by the NYSDOH.	5.3.1. Ensure 100% compliance with the Champion policy, systems and environmental change(s) approach
	Task Name: Evaluation Materials	**Performance Measure Name: Evaluation Materials**
	5.4. RD(s) will administer, collect and maintain Champion evaluation materials from each intervention center as directed by the NYSDOH.	5.4.1. Ensure completion of 100% of evaluation activities

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Farm to Preschool	**Task Name: Farm to Preschool Coordinator(s)**	**Performance Measure Name: Farm to Preschool Coordinator(s)**
6. Farm to Preschool Intervention Implementation	6.1. Farm to Preschool Coordinator(s) will implement the Farm to Preschool intervention as directed by the NYSDOH.	6.1.1. Ensure 100% of the Farm to Preschool intervention is implemented
	Task Name: Educational Approach	**Performance Measure Name: Educational Approach**
	6.2. Farm to Preschool Coordinator(s) will implement the Farm to Preschool educational approach as directed by the NYSDOH.	6.2.1. Ensure 100% of the Farm to Preschool educational approach is implemented
	Task Name: Systems and Environmental Changes	**Performance Measure Name: Systems and Environmental Changes**
	6.3. Farm to Preschool Coordinator(s) will facilitate center progress toward systems and environmental change(s) as directed by the NYSDOH.	6.3.1. Ensure 100% compliance with the Farm to Preschool systems and environmental change(s)
	Task Name: Evaluation Activities	**Performance Measure Name: Evaluation Activities**
	6.4. Farm to Preschool Coordinators will administer Farm to Preschool evaluation activities as directed by the NYSDOH.	6.4.1. Ensure completion of 100% of evaluation activities

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Space and Accessibility	**Task Name: Scheduling and Logistics**	**Performance Measure Name: Scheduling and Logistics**
7. Space and Accessibility	7.1. Establish scheduling and space logistics that provide convenient locations and times for the provision of high-quality SNAP-Ed to preschool children, parents/caregivers, and center staff (and for Farm to Preschool community members).	7.1.1. 100% of SNAP-Ed activities will be conveniently located and timed to facilitate participation
	Task Name: USDA Posters	**Performance Measure Name: USDA Posters**
	7.2. Ensure that the USDA SNAP "And Justice for All" posters are clearly posted whenever and wherever SNAP-Ed is provided.	7.2.1. 100% of SNAP-Ed activities will have SNAP "And Justice for All" posters clearly posted
	Task Name: Accessible Space	**Performance Measure Name: Accessible Space**
	7.3. Provide program space that is accessible to people of all abilities.	7.3.1. 100% of SNAP-Ed activities will be accessible to people of all abilities