

**Proposal for Subcontracting with the
Michigan Fitness Foundation to conduct SNAP-Ed Programming
October 1, 2017– September 30, 2018
(Fiscal Year 2018)**

This document references the current FY 2017 USDA SNAP-Ed Guidance. Updated regulations and guidance may be issued by HHS/USDA and/or OMB for FY 2018. New regulations and guidance will, if issued, replace previous versions. All SNAP-Ed projects will need to adjust programming for compliance where applicable.

PROPOSAL INSTRUCTIONS

The Michigan Fitness Foundation (MFF) FY 2018 Request for Proposal (RFP) includes nine documents:

1. **Letter of Intent** – This **required** document must be completed and submitted to MFF by 4:00pm EST March 31, 2017. It assists MFF with planning for the proposal review process.
2. **Proposal Backgrounder** – This document includes background information about SNAP-Ed at MFF that will be useful when completing the Proposal Form.
3. **Proposal Form** – This document needs to be completed and submitted to MFF according to the Proposal Instructions.
4. **Proposal Instructions** – This document includes directions for completing and submitting the Proposal Form.
5. **Budget Worksheet** – This document needs to be completed and submitted according to the Budget Instructions.
6. **Budget Instructions** – This document includes directions for submitting the Budget Worksheet.
7. **Letter of Qualification** – This must be completed and submitted according to the Proposal Instructions.
8. **Assurances** – This document must be signed and submitted according to the Proposal Instructions.
9. **Evaluation Assurances** – This document must be completed, signed, and submitted according to the Proposal Instructions.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Proposal Instructions

ELIGIBILITY

Organizations and agencies eligible to submit proposals for the funding should:

- Partner with at least two non-SNAP-Ed funded organizations as part of program implementation.
- Conduct all programming within the state of Michigan and with SNAP-Ed eligible populations.
- Have the ability, capacity, and expertise to implement chosen interventions with fidelity.
- Have the capacity to participate in required process and behavioral outcome evaluation, specific to proposed programming.
- Conduct programming within the context of SNAP-Ed program parameters, which can be found [here](#).
- Have the capacity to participate in a reimbursement grant. Organizations are reimbursed for allowable program costs, including staff time and effort.
- Have an accounting system that at a minimum shall consist of chart of accounts, cash receipts journal, cash disbursements journal and general ledger.
- Conduct all reporting according to Federal, State, and program requirements.
- Comply with mandatory background check requirements.

NOTE: The Request for Proposal (RFP) process is competitive and proposals will undergo a thorough and objective review process. Michigan's SNAP-Ed funding allocation is decreasing in FY 2018 in alignment with the formula in the Child Nutrition Act of 2012. Given the limited funds available and competitive nature of SNAP-Ed funding, we encourage all proposals to build a strong case for program efficiency, effectiveness, and innovation.

SUBMISSION INSTRUCTIONS

Step 1 (Required): Use the Letter of Intent template to draft and then submit a Letter of Intent by **March 31, 2017 at 4:00pm EST**.

LETTER OF INTENT SUBMISSION INSTRUCTIONS will be posted at:

<http://michigannutritionnetwork.org/how-to-apply/> by **March 15, 2017**. You have access to the letter of intent (LOI) template and do not need to wait for the electronic submission instructions to begin preparing your LOI.

Step 2 (Required): By **April 19, 2017 at 4:30pm EST**, complete and submit one (1) electronic AND five (5) printed versions of the following eight (8) required items using the instructions outlined below. Hard copies must be postmarked by April 19, 2017.

IMPORTANT: When creating your files, please include your organization's name as part of the file name. For example, if your organization is named the "Springfield Association," you would name your proposal narrative file: springfield-narrative-rfp-2018

Your complete proposal package must include the eight (8) components listed in the 'Submission Checklist' below. Your complete proposal packet must be submitted to MFF in two formats:

1. **Electronically** – Submit the Organization Information Sheet, Project Summary, and Proposal Narrative in WORD format; the Assurances, Letter of Qualification, and Letters of Collaboration in PDF format; and the Budget Worksheets in EXCEL format.

ELECTRONIC SUBMISSION INSTRUCTIONS will be posted at:

<http://michigannutritionnetwork.org/how-to-apply/> by March 15, 2017. You have access to all components of the proposal package and do not need to wait for the electronic submission instructions to begin preparing your proposal package.

2. **Hard Copy** – five (5) complete proposal packages with all eight (8) components (one copy with original signatures, plus four copies) must be postmarked by April 19, 2017 and mailed to:

Fiscal Year 2018 RFP
c/o
Sarah L. Panken, MS
Michigan Fitness Foundation
1213 Center Street, Lansing, Michigan 48906
OR
P.O. Box 27187, Lansing, MI 48909

If you have questions, email: fy2018-rfp@michiganfitness.org. Questions will be recorded, appropriately fielded and answered, and posted in batches a couple of times per week. Please visit: <http://www.michigannutritionnetwork.org/how-to-apply/> to find the link to the posted FAQs. To ensure that your questions are answered in time to inform your proposal writing process, please submit questions by Friday, April 14, 2017 at noon.

FY18 RFP information can also be found on the [Michigan Nutrition Network](#) web page containing this RFP or by following this path:

- Go to www.michigannutritionnetwork.org/how-to-apply/
- Scroll down to the section titled "2018 RFP"

PROPOSAL REQUIREMENTS CHECKLIST

Please review the following checklist to ensure that your proposal meets submission requirements.

Letter of Intent

- Letter of Intent was submitted electronically to MFF by March 31, 2017 at 4:00pm EST.

Proposal Package

1) Organization Information Sheet

2) Proposal Form

- All proposal instructions were carefully followed:

- Thoroughly answered all of the questions in each section of the proposal narrative.
- If you submitted a proposal in FY17, please review the proposal feedback and incorporate relevant components into your FY18 proposal.
- Used the 'Backgrounder' to understand SNAP-Ed at the Michigan Fitness Foundation and plan proposed programming.

- The margins on this document are 1" on all sides
- The font size is at least 11 pt.
- Includes only black type
- The order of the information was not changed and the letters associated with each section are included
- Document (Word format) is submitted electronically **AND** 5 hard copies are mailed to MFF

3) Project Summary

- Document (Word format) is submitted electronically **AND** 5 hard copies are mailed to MFF

4) Budget Worksheet

- Budget Instructions were carefully followed
- Any math has been double checked
- All Budget Worksheets are included with the hard copy of the application submitted to MFF
- Document (Excel format) is submitted electronically **AND** 5 hard copies are mailed to MFF

5) Letter of Qualification

- On organization/agency letterhead
- Signed by an authorized signer
- Document (PDF format) is submitted electronically **AND** 5 hard copies (**1 with original signature** + 4 copies) are mailed to MFF

6) Assurances

- Signed by both the organization authorized representative **AND** the organization financial representative
- Signed by the organization program lead
- Document (PDF format) is submitted electronically **AND** 5 hard copies (**1 with original signature** + 4 copies) are mailed to MFF

7) Evaluation Assurances

- Signed by both the organization authorized representative **AND** the organization evaluation representative
- Document (PDF format) is submitted electronically **AND** 5 hard copies (**1 with original signature + 4 copies**) are mailed to MFF

8) Letters of Collaboration

- At least 2 Letters (PDF format) are submitted electronically **AND** 5 hard copies (**1 with original signature + 4 copies**) are mailed to MFF

PROPOSAL FORM

A. MFF SNAP-Ed Partner Information Sheet

- Insert organization/agency name and type of organization/agency.
- Insert title of program. (No more than 75 characters)
- Insert point person contact information each applicable role in your organization.

B. Past Funding – Approved Amounts Compared to Actual Amounts

Please complete the table if your organizations received SNAP-Ed funding in previous years. In the first row, specify the amount of each Federal Award that was approved in your contract. In the second row, indicate the actual amount of the Federal Award for which you received reimbursement.

C. Fiscal Year 2018 (FY18)

Record the amount of your FY18 Federal Award request. Please also note whether your organization has submitted other proposals for the same or similar work outlined in this proposal. If 'yes,' then describe how your organization will manage the work if multiple proposals are funded.

D. Needs Assessment

A needs assessment should be conducted to ensure that your SNAP-Ed program's direct nutrition education, physical activity promotion, **AND** policy, systems and environmental change (PSE) initiatives meet the needs of SNAP-eligible participants you plan to reach. Priority for funding will be given to projects that meet this requirement and whose programming addresses the needs identified.

In a narrative, briefly describe each of the following:

1. **Demographic Characteristics of the Target Audience.** Discuss geographic location, race/ethnicity, age, gender, family composition, education, and primary language. Be sure to reference source(s) of data described.
2. **Related Behavioral and Lifestyle Characteristics of the Target Audience.** Discuss implications of dietary, food purchasing, and physical activity habits, and where the target population(s) live, learn, work, eat, shop, and play, as well as redeem SNAP benefits. Highlight community assets. Cite sources of information.
3. The presence of any **other SNAP-Ed or other related programs and services** that target low-income populations in your proposed program area and how you are avoiding redundancy with these programs and services. (Please visit [Map To Healthy Living](http://www.m2hl.org) at www.m2hl.org to find and contact other agencies providing SNAP-Ed at sites near you.)

4. **Underserved Areas.** Which needs your program will address and **how** your direct education and PSE programming will accommodate these needs.
5. **Implications of your Needs Assessment.** Discuss how these findings were applied in determining your proposed direct education and PSE programming.

NOTE: MFF encourages proposals focusing programming on priority populations and in priority geographies:

Priority Populations

- Native Americans, Arab Americans, Hispanics/Latinos, Individuals with disabilities, Veterans, Refugees, Teens, or Seniors.

Priority Geographies

- Rural Communities;
- Communities in Crisis (Detroit and Flint, or others with rationale); and
- The 14 counties with the largest SNAP eligible populations in Michigan: Berrien, Calhoun, Genesee, Ingham, Jackson, Kalamazoo, Kent, Macomb, Muskegon, Oakland, Saginaw, St. Clair, Washtenaw, and Wayne.

E. Proposed Program Title

F. Focus on Target Audience and Program Description

This section records information on how you have determined the eligibility of your target audience and estimates of the size (reach) of the audience. Your eligibility for funding depends on accurately identifying the SNAP eligible audience for the various programs and activities you are implementing in your proposal.

Complete the table as directed:

1. Delivery Site

List, specifically as possible, the locations where you plan to connect with SNAP eligible audiences (e.g., Nutrition Assistance Office, 10th Street Farm Market, Best Public Housing, etc.). If you plan to work with schools, please list each building separately. MFF recognizes that program sites may change before programming begins. Be sure to list site locations to the best of your ability and in sufficient detail to justify reach numbers and budget.

2. Denote Type of Programming

Use DE (direct education) or PSE (policy, systems, and environmental change intervention) to identify whether the programming occurring at each site location is direct education or a PSE intervention.

NOTE: Direct education and PSE should be listed on separate rows of the table. If you are conducting both direct education and PSE at the same site, please list the site location twice (one row for direct education; one row for PSE) and provide the associated audience information and reach.

3. Audience Category/Description

Complete this section of the table using the Category information below. Identify a number (1, 2, 3 or 4) for the Audience Category. In accordance with USDA Guidance, Target Audiences are broken into four categories (1-4). Each bullet describes a specific population within each Category:

Category 1 – Income-based:

- Persons eligible for other means-tested Federal assistance programs such as Supplemental Security Income (SSI), the WIC Program, or TANF.
- Incarcerated persons, residents of nursing homes, boarders, or college/university students are ineligible for SNAP-Ed.

Category 2 – Location-based:

- Persons at qualifying locations that serve low-income individuals such as food banks, food pantries, soup kitchens, public housing, and SNAP/TANF job readiness program sites, and other such sites.

Category 3 – Locations serving low-income populations:

- Persons at other venues when it can be documented that the location/venue serves generally low-income persons where at least 50 percent of persons have gross incomes at or below 185 percent of poverty guidelines/thresholds. This would include, for example, persons residing or schools or childcare centers located in census tract areas or other defined areas where at least 50 percent of persons have gross incomes that are ≤ 185 percent of the poverty threshold or children in schools where at least 50 percent of children receive free and reduced priced meals.
- Venues/locations identified in qualified census tracts
 - Steps to see the statewide view of the eligible tracts, go to <http://map2healthyliving.org>, then do the following:
 1. In the “What to Look For” section, scroll to the Geographic section and click the “Eligible Census Tract” layer.
 2. Click “Go”.

Category 4 – Retail locations serving low-income populations:

- Persons shopping in grocery stores when the store has been documented to redeem average monthly SNAP benefits of \$50,000 or more or persons shopping in grocery stores located in census tracts where at least 50 percent of persons have gross incomes that are ≤ 185 percent of the poverty threshold. When SNAP-Ed receipts are less than \$50,000 monthly, a store may be able to show average monthly SNAP redemptions that are significant compared to overall sales or some other indication that the low-income population shops at that location.

4. Target Audience Description

Identify the segment of the population at which the program is targeted, such as older adults, mothers, youth ages 11-17, children ages 6-11, children ages 0-5, etc. Include additional details if you plan to target a sub-category of the population, such as African American mothers, Native American children ages 1-5, etc.

NOTE: If you are conducting programming with students and their caregivers, please list the students and parents/caregivers in separate rows of the table.

5. Reach

How many people does your organization estimate reaching through direct education (e.g., face-to-face class, workshop, group discussion, etc.) or PSE interventions during the grant period? Estimate the number of people your organization anticipates reaching through SNAP-Ed programming regardless of their SNAP status when they participate in SNAP-Ed activities.

NOTE: If you are also programming to the parents/caregivers of the students, simply multiplying the number of students by 2 will result in overestimating because not all families are comprised of 2 parents/caregivers. To avoid overestimating, you should use a factor of no greater than 1.4. Using the figures above, your SNAP-Eligible reach for parents/caregivers would be 630 (450 X 1.4). It is also acceptable to use a factor of 1 for a SNAP-Ed eligible reach of 450 parents/caregivers.

When you have completed the above components in the target audience table, be sure to total the reach for your entire program in the last row.

G. Program Description

Concisely describe your proposed direct nutrition education and physical activity promotion (if applicable) and PSE interventions. Your description should be sufficiently detailed so that reviewers can clearly understand your program, its connection to your identification of needs, and the best-practice and/or evidence-base. The level of detail must be sufficient to inform an audience **completely unfamiliar** with your current and/or proposed SNAP-Ed programming.

Address each item below:

- What levels of the Social-Ecological Model is your proposed programming targeting?
- Clearly define the scope and sequence of your program's intervention(s).
- What implementation/delivery method(s) will be used?
- Detail how your proposed direct education and PSE programming will work in tandem to achieve outcomes.
- Identify supporting activities.
- What is the frequency of contact? (For example: The class will have four sessions. There will be eight newsletters.)
- What are your key educational messages?

H. Summary of Research

Provide a summary of current research supporting the feasibility and effectiveness of your proposed direct education (nutrition education and physical activity promotion) and PSE curriculum/intervention(s) as evidence-based or practice-tested. **Include evaluation outcomes that show your proposed interventions are effective and will achieve the desired sustainable behavior outcomes for your proposed audience(s).** Include reference citations from multiple sources, as applicable. If your SNAP-Ed program is currently being implemented, also provide a brief synopsis of the program's past outcomes/results.

I. Program Modifications (complete only if you have received SNAP-Ed funding previously)

If your program is currently funded through SNAP-Ed, describe any proposed changes to your overall SNAP-Ed programming for FY18 based on what you have learned through program implementation. Provide data-supported justification for the changes being made to the

program's delivery methods/strategies and/or activities. What information or experience has led you to believe that your target audience(s) needs a different approach?

J. Proposed Education Materials

SNAP-Ed requires that existing evidence-based and/or practice-tested materials be used whenever possible. Note that nutrition education, physical activity promotion, and PSE intervention materials developed by other Federal programs may have activities and features that are not allowable for SNAP-Ed. Such activities, if implemented, will not be supported by SNAP-Ed funding. If you elect to use educational materials that are not fully allowable for use in SNAP-Ed, please specify which activities or components of the material will be used for SNAP-Ed.

If your proposal is included in the Michigan SNAP-Ed Plan of Work and approved by USDA, all newly developed or revised material(s) must be coordinated in partnership with MFF and receive approval in writing from MFF prior to implementation.

1. Existing Education Materials

Complete the table for all existing materials proposed for use in meeting program SMART Objectives that **will not** be revised. This should include your direct education **AND** PSE initiatives.

MFF highly encourages the use of existing SNAP-Ed materials whenever possible. Additionally, the 2016 edition of [*SNAP-Ed Strategies and Interventions: An Obesity Prevention Toolkit for States*](#) (*Toolkit*) is available to help you identify evidence-based interventions that may align with your target audience's needs.

2. Revisions to Existing Education Materials

Complete the table for all existing materials proposed for use in meeting program SMART objectives for which you can provide strong justification for revision. Any revised material requires written approval from MFF prior to implementation and may require additional evaluation beyond overall program evaluation. This should include your direct education **AND** PSE initiatives.

K. Process Evaluation Narrative

Process evaluation is required and will serve to assist in assessing the efficiency and fidelity of your program as well as participant feedback. [Process evaluation](#) data is collected while you are implementing and delivering your program. Describe the following 6 items considering both your organization's direct education and PSE interventions:

1. How you will determine if your program was implemented as planned.
2. How you will determine if interventions were delivered with fidelity (i.e., the way they should be delivered to achieve intended outcomes) and how you will record changes to delivery that were unplanned.
3. How you will gather information from program participants about their experience with your program, whether they thought it was useful, and how they suggest the program be improved.
4. How will you assess your intervention(s) completion rate(s) and determine barriers to completion?
5. How you will record lessons learned, successes and challenges.
6. How you will compile process evaluation data and how you will use the data to improve your program in the future.

L. Outcome Evaluation

A completed outcome evaluation table, or work plan, is a “stand alone” document that [summarizes a proposal](#). It contains SMART objectives that accurately identify the population served by the proposed project and clearly demonstrates: 1) the objectives are SMART; and 2) the SMART objectives, interventions, associated lessons or activities, and evaluation tool(s) or survey(s) are all in direct alignment with one another and can achieve and measure change and evaluate outcomes.

As you complete this table, consider the following:

- 1) Do the objectives meet the SMART criteria (**S**pecific, **M**easurable, **A**ppropriate, **R**ealistic, **a**nd **T**ime-specific)?
- 2) Do the SMART objectives align with the direct education intervention and the PSE intervention? Include use of supplemental materials that will reinforce your direct education or PSE interventions.
- 3) Will the lessons/activities achieve the SMART objectives?
- 4) The number of contacts aligns with implementing the direct education curriculum or intervention. This is N/A for the proposed PSE interventions.
- 5) Are the evaluation tool(s)/survey(s) valid and reliable?
- 6) What specific questions on the evaluation tool(s)/survey(s) will measure the respective SMART objectives?
- 7) Which indicators from the [SNAP-Ed Evaluation Framework \(Framework\)](#) will be measured? Is a minimum of one short-term and one medium-term environmental PSE indicator from the Framework included? Is there demonstration that a multi-sector collaborative approach is being used to implement programming?

M. Collaborative Approach

The USDA and MFF value programs that have a demonstrated willingness and ability to partner and collaborate with other organizations. Cross-program coordination and collaboration include working together with other organizations toward common goals to reinforce and amplify each other’s efforts. Collaborative projects necessitate commitments of staff support and time, and leverages funds among all involved entities.

SNAP-Ed funded programs are encouraged to coordinate their SNAP-Ed activities with other organizations that are implementing publicly- or privately-funded health promotion or nutrition improvement strategies, such as:

- Non-profit hospitals
- Related State- and Federally-funded programs
- Indian tribal organizations
- CDC-funded grant programs

Considering the decreasing SNAP-Ed allocation in Michigan, programs may be able to leverage SNAP-Ed resources (including funding) with other organizations that have complementary

missions to reach eligible individuals through multiple channels and varied approaches to increase effectiveness and efficiency.

To identify an organization as a partner, a signed letter of collaboration from the partnering agency is required. Letters from at least two organizations should showcase how you are working collaboratively to achieve your organization's SNAP-Ed proposed program goals and objectives, clearly define the collaborative nature of the partnership, and detail the roles each organization will play in program implementation. Include signed letters with your proposal packet.

Complete the table including:

- The name of the organization(s) your SNAP-Ed program partners with (e.g., other SNAP-Ed programs; other grant funded programs like W.K. Kellogg Foundation, Robert Wood Johnson Foundation, farmers markets, grocers, etc.; MDHHS/CDC-funded programs; public health initiatives, and USDA programs).
- A brief description of how the organization(s) supports your proposed SNAP-Ed program.

N. MFF Project Summary

The summary should capture the key points of your proposal, much like an abstract. To ensure that the Project Summary accurately reflects the information in your proposal, complete it last. Because the Project Summary is the document that represents your program in the Michigan SNAP-Ed Plan of Work submitted to MDHHS and USDA for approval, it must be detailed enough to function as a stand-alone document.

- All of the information on the Project Summary should also reside—usually in greater detail—in your Proposal Form.
- Do **not** refer to other parts of your proposal in the Project Summary.
- Make sure the Project Summary can be understood by someone new to your project. If you are a returning SNAP-Ed partner, **do not assume** that anyone reading your Project Summary will be familiar with your previous SNAP-Ed work.
- You may adjust space in sections and add or delete lines from the tables as necessary; however, your Project Summary cannot exceed two pages (or one page front/back) and must conform to the established template.
- The font should remain 11 pt. Arial. (Please note the chart in Item #2 is 10 pt. font.)
- The margins should remain ½" on all sides.
- The type color should be black.

Organization/Agency Name – Project Title

Insert this information at the top underneath the heading "Michigan Fitness Foundation Project Summary"

- **SMART Objectives** – Enter the SMART Objectives from the table in Section L (Outcome Evaluation) of the Proposal Form. Include both your direct education and PSE SMART objectives.
- **Focus on Target Audience** – Summarize the information found in the table in Section F (Audience/Focus on SNAP Eligibles) of the Proposal Form. For example, if your proposal serves schools, you would have listed the name of each school in Section F of the Proposal Form. In the Project Summary, you should combine all like schools (e.g.,

elementary schools) and combine the corresponding information in the other columns as well. You may add or delete rows from the table as needed. Be sure to include a total reach for all your programming.

- **Program Description (DE & PSE)** – Summarize the information found in Section G (Program Description) of the Proposal Form. Be sure to include both direct education and PSE programming. Please remember this description should be understood by someone new to your project. If you are a returning SNAP-Ed partner, do not assume that anyone reading your description will be familiar with previous SNAP-Ed programming. This should be presented in a narrative.
- **Summary of Research** – Summarize the information found in Section H (Summary of Research) of the Proposal Form. Citations (only) can be provided on a separate (third) page, if necessary to allow for your Project Summary to not exceed two pages.
- **Program Modifications** – If you have not received SNAP-Ed funding via MFF in the past, please insert N/A.

For those that are returning MFF SNAP-Ed partners, summarize the information found in Section I (Program Modifications) of the Proposal Form.

- **Education Materials (existing and revised)** – Summarize the information found in the tables and narrative in Section J (Proposed Education Materials). It is critical that you list your key (core) nutrition education and physical activity promotion materials. You do not need to list every handout, book, etc. in the Project Summary.
- **Evaluation Approach, Scope and Measures** – Concisely summarize your program evaluation plan and rationale. Clearly detail your plan to conduct the required process and outcome evaluation. Describe what, when, and with whom the evaluation will be conducted and which assessment/survey tools will be used to collect this information.