

Program Element #02: Physical Activity and Nutrition Program (PAN)

1. **Description.** Funds provided under this Agreement for this Program Element must only be used, in accordance with and subject to the requirements and limitations set forth below, to implement Physical Activity and Nutrition (PAN) Program activities.

LPHA shall implement PAN activities in each of the following areas:

- a. **Facilitation of Community Partnerships.** Develop and maintain community partnerships that work to promote healthy active communities through the development and pursuit of healthy active community objectives. Examples of community partnerships include but are not limited to coalitions, task forces, or other groups. Community partners should include non-governmental entities as well as community leaders.
 - b. **Implementation of a Worksite Health Promotion Intervention for public and private workplaces.** Develop worksite health promotion infrastructure in public and private workplaces including upper management support, wellness committees, communication strategies and evaluation. Promote the adoption of nutrition and physical activity policies, including voluntary policies. Intervention areas are to include: increased fruit and vegetable consumption, daily physical activity, weight maintenance, breastfeeding promotion, and chronic disease self-management.
 - c. **Implementation of at least one Community-based Nutrition or Physical Activity Intervention.** Intervention areas may include Walk/Bike to School programs; promoting fruit and vegetable consumption through “5 A Day” programs, community gardens, and farmers’ markets; implementing school wellness policies; “Safe Routes to School” programs; and/or “Step Up To Health – It Starts in Parks” programs.
 - d. **Evaluation and Data Collection.** Coordinate with Department on development of an evaluation plan and collection of uniform data elements.
2. **Procedural and Operational Requirements.** LPHA must conduct its PAN activities in accordance with the following requirements:
 - a. LPHA shall implement its PAN activities in accordance with its approved Local Physical Activity and Nutrition Intervention Plan, attached as Attachment 1 to this Program Element Description and incorporated herein by this reference. Modifications to this plan may only be made with Department approval.
 - b. LPHA must staff its Physical Activity and Nutrition Program at the appropriate level, depending on its level of funding, as specified in the award of funds for this Program Element.
 - c. LPHA must use the funds awarded to LPHA under this Agreement for this Program Element in accordance with its budget as approved by Department, and attached to this Program Element Description as Attachment 2 and incorporated herein by this reference. Modifications to the budget may only be made with Department approval. Funds awarded for this Program Element may not be used for treatment, disease control programs, or other health-related efforts not devoted to physical activity and nutrition.

- d. LPHA must attend PAN grantee meetings, as reasonably required by Department.
 - e. LPHA must comply with Department's PAN Program Guidelines and Policies.
 - f. In the event of any conflict or inconsistency between the provisions of the Local PAN Intervention Plan or budget (as set forth in Attachments 1 and 2) and the provisions of this Agreement or this Program Element Description, the provisions of this Agreement or the provisions of this Program Element Description, as applicable, shall control.
3. **Reporting Requirements.** LPHA must submit quarterly Local PAN Intervention Plan reports on a schedule to be determined by Department. The reports must include, at a minimum, LPHA's progress during the quarter in completing activities described in its Local PAN Intervention Plan. LPHA must submit the following upon request by Department: outcome reports that detail progress, and quantifiable outcomes of activities and data accumulated from program intervention assessments.
4. **Performance Measures.** If LPHA completes fewer than 75% of the planned activities in its Local PAN Intervention Plan for two consecutive reporting periods, it may not be eligible to receive funding under this Program Element in the next fiscal year.

ATTACHMENT 1
LOCAL PAN PROGRAM PLAN

ATTACHMENT 2
BUDGET