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Exhibit A
[DOH Contract Number]
Subrecipient Statement of Work
Period of Performance October 1, 2020 – September 30, 2023

PURPOSE: The purpose of this statement of work is to provide Supplemental Nutrition Assistance Program-Education (SNAP-Ed) to improve the likelihood that persons eligible for SNAP (Basic Food, Food Stamps) will make healthy food choices within a limited budget and choose active lifestyles consistent with the current USDA dietary guidelines.

Period of Performance: October 1, 2020 - September 30, 2023

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Period of Performance October 1, 2020 - September 30, 2023					
Task Number	Task/Activity/Description	Acceptable Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
1.0	<p>Project Planning, Implementation, and Performance</p> <p>For SNAP-Ed, the subrecipient will develop, implement, and evaluate a SNAP-Ed project as described in the state plan and subrecipient project work plans approved by Department of Health (DOH), Department of Social and Health Services (DSHS), and United States</p>	<ol style="list-style-type: none"> 1. Project provides 100% of SNAP-Ed activities at eligible sites and/or with eligible audiences. 2. On-time delivery, implementation, and evaluation of Project activities as scheduled in approved state plan and project work plan. 3. Progress towards project goal(s) and/or objective(s) selected by subrecipient is demonstrated and reported. 	<p>Sites and audiences included in Project by subrecipient approved as eligible sites or audiences.</p> <p>Reporting by subrecipient of the delivery and evaluation of their approved Project activities in the required PEARS online reporting modules, where relevant to Project (Program Activities, PSE Site</p>	<p><u>For the Period:</u> 10/01/20 to 09/30/21</p> <p>Due: per the approved work plan and per the required due dates during the federal fiscal year, and no later than 09/30/21.</p>	<p>Reimbursement upon on-time receipt and approval of acceptable deliverables/outcomes for the funding period will not exceed \$. Agency Name will be paid the allowable costs incurred based on their approved budget</p>

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	Department of Agriculture (USDA).	4. Progress towards State SNAP-Ed project goal(s) selected by subrecipient is demonstrated and reported. 5. Project maintains cost-effectiveness per current approved cost-effective measure provided by DOH or DSHS.	Activities, Indirect Activities, Coalitions, Partnerships, Success Stories). Reviews of subrecipient Project activities, through required reporting and scheduled monitoring, shows satisfactory progress in positive direction for the SNAP-Ed eligible audience. Cost per reach reported by subrecipient in approved form/system provided by DOH.		and program allowability. See special billing requirements section. **NOTE: The DOH SNAP-Ed program will deny payment for any costs not submitted by the required due dates without prior DOH approval in writing.
1.1	Project Progress: Monitoring and Compliance For SNAP-Ed, the subrecipient will demonstrate measurable and satisfactory progress of the approved Project as measured by DOH and documented in related monitoring review and reports.	1. On-time delivery of proposed list of Project site(s) or audience(s) to DOH. 2. All sites and/or audiences are determined to be eligible per current SNAP-Ed eligibility guidance before site programming begins. 3. Demographic data of class participants collected and	Progress reviews – one one-on-one meeting with DOH SNAP-Ed staff person(s) and subrecipient program coordinator via phone, web conference, or in person. Project monitoring – one-on-one meeting with DOH SNAP-Ed staff	<u>For the Period:</u> 10/01/20 to 09/30/21 Due: Progress reviews. Must occur at minimum quarterly within the fiscal year, and no later than 30 business days after the end of the federal fiscal quarter, except for the last quarter which must be	See payment information as referenced in task number 1.0

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	<p>Monitoring of subrecipient Project progress includes but is not limited to the following activities: one-on-one progress reviews with DOH, annual monitoring reviews with DOH or DSHS or FNS, and monitoring site visits by SNAP-Ed statewide initiatives.</p> <p>Satisfactory progress of the subrecipient’s Project could include progress shown in the following areas as tracked in documents submitted, reporting, and/or monitoring completed by DOH or SNAP-Ed statewide initiatives:</p> <ol style="list-style-type: none"> 1. Progress demonstrated in achieving goal(s) outlined in the project. 2. Progress demonstrated in achieving objective(s) outlined in the project’s interventions. 	<p>reported for all direct education strategies.</p> <ol style="list-style-type: none"> 4. Actual participant reach reported to DOH in approved form. 5. Intervention strategies implemented as planned, or using approved alternate strategies. 6. Approved evaluation plans and methods implemented for the project (e.g. pre and post surveys for direct education; PSE assessments). 7. Evaluation results used to adapt the project as needed. 8. Evidence of positive change or improvement in SNAP-Ed eligible site(s) or audience(s) based on project activities demonstrated. 9. If positive change not apparent, then project demonstrates acceptable implementation of approved interventions and strategies, and results 	<p>person(s) and subrecipient program coordinator and SNAP-Ed funded staff in person, with follow up via phone and web conference as needed.</p> <p>Fiscal monitoring – documentation of completed fiscal reviews scheduled by SNAP-Ed fiscal analyst or DOH fiscal monitoring unit, with corresponding reports where applicable.</p>	<p>completed by September 15, 2020. Progress reviews can be scheduled more frequently if deemed necessary by DOH, or if agreed upon by both parties. Federal quarters listed below:</p> <p>Q1: Oct 1 – Dec 31 Q2: Jan 1 – Mar 31 Q3: Apr 1 – June 30 Q4: July 1 – Sep 30</p> <p>Due: Annual project monitoring. Each subrecipient receives one (1) annual project monitoring visit every other year, unless subrecipient monitoring report results in corrective action, in which case subrecipient will be monitored again the following year. Project monitoring can be scheduled more frequently if deemed</p>	

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	<p>3. Progress demonstrated in creating a sustainable project.</p> <p>4. Progress demonstrated in engaging the community in project planning, implementation, and/or evaluation.</p> <p>5. Progress demonstrated in working with DSHS community services offices (CSOs).</p> <p>6. Progress demonstrated in promoting available Federal, state, or local fruit and vegetable incentive programs for SNAP clients.</p> <p>7. Progress demonstrated in using strategies that are evidence-based and delivered with fidelity, where applicable.</p> <p>8. Compliance with current SNAP-Ed financial and cost policy guidance and 2 CFR 200 federal Uniform Administrative</p>	<p>of process evaluations used to improve the project plan so that positive change can occur.</p> <p>10. Strategy for working with one or more CSOs implemented.</p> <p>11. Strategy for promoting available fruit and vegetable incentive program(s) implemented.</p> <p>12. Direct education strategies: Reporting of all required information for future planned direct education lessons submitted to statewide SNAP-Ed curriculum team, using approved form/system, by dates required.</p> <p>13. Direct education strategies: Statewide SNAP-Ed Curriculum team monitoring reviews show education delivered with fidelity, and no corrective action.</p> <p>14. Compliance with current SNAP-Ed financial and cost</p>		<p>necessary by DOH, or if agreed upon by both parties.</p> <p>Due: Fiscal monitoring. Each subrecipient receives one (1) annual fiscal monitoring visit every other year, unless subrecipient monitoring report results in corrective action or finding, in which case subrecipient will be monitored again the following year. Project monitoring can be scheduled more frequently if deemed necessary by DOH, or if agreed upon by both parties.</p>	

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	Requirements (OMB guidance).	policy guidance, 2 CFR 200 federal Uniform Administrative Requirements (OMB guidance), and related DOH SNAP-Ed fiscal policy and procedures.			
2.0	<p>Evaluation Data and Reports</p> <p>For SNAP-Ed, the subrecipient will report progress on approved project and work plan using an approved form/system on a regular basis, and will at a minimum include:</p> <ol style="list-style-type: none"> 1. Progress reports 2. Reporting in PEARS online reporting system of all SNAP-Ed activities <p>Evaluation of the project and outcomes are reported in an online program evaluation and reporting system (PEARS) through the following required modules: Program Activity (direct</p>	<p>On-time and correct submission of reporting for all SNAP-Ed activities using the approved form/system provided by DOH, according to time frame provided.</p> <ol style="list-style-type: none"> 1. Collect and report results of any formative, process, or outcome evaluation completed based on approved project plan. 2. Submit progress and outcomes of all intervention strategies based on approved project plan. 3. Submit qualitative (success stories, pictures, etc.) information in PEARS demonstrating progress or success of the project activities. 	<p>Documentation showing completion of progress report on or before the required due dates.</p> <p>Completion of required evaluation data into PEARS electronically, or using approved reporting method, on or before the required due dates.</p> <p>Where applicable, submission of required SNAP-Ed participant surveys to DOH using approved submission method, on or before the required due dates for data entry.</p> <p>When survey data is entered by the</p>	<p><u>For the Period:</u> 10/01/20 to 09/30/21</p> <p>Progress Reports: Due at minimum quarterly, and no later than 10 calendar days after the end of the quarter. If the 10th calendar day falls on a weekend, the report is due the next business day.</p> <ul style="list-style-type: none"> • 1st Progress report due 1/11/21 • 2nd Progress report due 4/12/21 • 3rd Progress report due 7/12/21 • Final Progress report for all work not already reported due 9/15/21, or 	See payment information as referenced in task number 1.0

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	<p>education), Indirect Activity (health promotion, indirect education channels), PSE Site Activities, Partnerships, Coalitions, Success Stories, and Social Marketing.</p> <p>The following evaluation activities and information is required for all projects based on the subrecipient's approved project and work plan.</p> <ul style="list-style-type: none"> • Formative • Process • Outcome • Qualitative • PSE <p>Please Note: the deliverables may change based on state SNAP-Ed Evaluation guidance, DSHS, or USDA FNS requirements.</p> <p>Please Note: Topics included in Progress Report subject to change based on Department of Health (DOH), Department of Social</p>	<ol style="list-style-type: none"> 4. Submit required release form(s) for all photos submitted. 5. Submit all proposed locations, dates, times, and audiences for direct education strategies to statewide Curriculum team per due dates and per approved form/system provided by DOH or WA SNAP-Ed. 6. On-time and correct submission of required evaluation data for health promotion, PSE, and public health strategies into PEARS electronically, or using approved reporting method, according to time frame provided. <p>On-time and correct submission of required evaluation data for direct education strategies into PEARS electronically, or using approved reporting method, according to time frame provided.</p>	<p>subrecipient, completion of required evaluation data into PEARS electronically, or using approved reporting method, on or before the required due dates.</p>	<p>follow close-out procedures.</p> <p>PEARS: Reporting of required evaluation data and progress submitted 10/1/20 to 9/30/21.</p> <ul style="list-style-type: none"> • Due: PEARS Program Activities (direct education) module updated with completed activities no later than two (2) weeks after services are provided. • Due: PEARS Indirect Activities, PSE Site Activities, Partnerships, Coalitions, Success Stories, and Social Marketing modules completed no later than the last business day of the month following when the activity 	

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	and Health Services (DSHS), Washington SNAP-Ed (WA SNAP-Ed), or United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) requirements.	<p>7. Pre-test surveys for each project class series received by DOH, or data entered into PEARS database by subrecipient, no later than two weeks after completion of the pre-test survey.</p> <p>8. Post-test surveys for each project class series received by DOH, or data entered into PEARS database by subrecipient, no later than two weeks after completion of the pre-test survey.</p> <p>9. Demographic cards for each project class series received by DOH, or data entered into PEARS database by subrecipient, no later than two weeks after completion of the pre-test survey.</p>		<p>took place, except for the last month of the FFY which is due by 9/15/21.</p> <ul style="list-style-type: none"> • Activities completed in Oct 2019 due in PEARS by 11/30/20 • Nov 2019 by 12/31/20 • Dec 2019 by 1/29/21 • Jan 2020 by 2/26/21 • Feb 2020 by 3/31/21 • Mar 2020 by 4/30/21 • Apr 2020 by 5/31/21 • May 2020 by 6/30/21 • Jun 2020 by 7/30/21 • Jul 2020 by 8/31/21 • Aug 2020 by 9/15/21 • Final data entry for all activities not already reported, due by 9/15/21, or follow close-out schedule. 	

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				SNAP-Ed Direct education conducted between 10/1/20 and 9/30/21. <ul style="list-style-type: none"> • Due: Pre- and post-test surveys received by DOH, or data entered into PEARS database by subrecipient, no later than two weeks after completion of the survey. All pre- and post-test surveys must be received, or data entered by subrecipient, no later than COB 9/15/21, or follow close-out schedule. 	
3.0	Civil Rights Training All SNAP-Ed funded staff must complete training each fiscal year in civil rights.	On-time completion of approved Civil Rights training for all relevant staff.	Submission of documentation showing completed Civil Rights training for all SNAP-Ed funded staff on or before the required due date.	Due: 12/31/20 for all SNAP-Ed funded staff. New hires paid with SNAP-Ed funding to complete within 30 days of hire.	See payment information as referenced in task number 1.0

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	<p>*See special requirements section- Civil Rights</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • Training and source • Who attended • Date completed 				
3.1	<p>Other Required Training and Meetings</p> <p>The following trainings or meetings are required for <u>all agencies</u> when provided by DOH or WA SNAP-Ed for the staff listed:</p> <ul style="list-style-type: none"> • Fiscal training – fiscal lead, project coordinator, and any staff who will purchase items for the SNAP-Ed program. • Data collection and reporting – project coordinator and any staff who are collecting, reporting, 	<p>On-time completion of all required trainings by all related SNAP-Ed staff.</p> <ol style="list-style-type: none"> 1. Documentation provided showing completion and/or attendance at all required trainings. <p>Attendance of all required or appropriate staff person(s) at all required meetings.</p> <ol style="list-style-type: none"> 2. Documentation provided showing attendance at all required meetings. <p>Coordinator meetings: Attendance of project</p>	<p>Submission of documentation showing required person(s) and date(s) of attendance for all web-based and in-person required meetings.</p> <p>Submission of documentation showing required person(s); date(s) of attendance; and, completion of training for all web-based and in-person required trainings.</p>	<p>Fiscal: Annually, and no later than March 31, 2021.</p> <p>Curriculum: When applicable, new direct education staff trained within 30 days of providing SNAP-Ed direct education activities, and again at least once every three years or when new training or information is provided.</p> <p>Data collection and reporting: At least annually, or more often as needed. If approved data collection system</p>	See payment information as referenced in task number 1.0.

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	<p>or entering SNAP-Ed related data.</p> <ul style="list-style-type: none"> • Regional meeting(s), when provided – project coordinator and/or any qualified designated staff person(s). • Annual State SNAP-Ed forum, when provided - project coordinator, and any staff invested in implementing SNAP-Ed project activities. • SNAP-Ed Curriculum training (in person or online) (only required if providing direct education strategies) - project coordinator, and any staff delivering SNAP-Ed curricula. • SNAP-Ed Systems Approaches training 	<p>coordinator or qualified, designated staff person(s) to at least 75% of all coordinator meetings provided.</p> <p>Regional meetings: Attendance of project coordinator and/or any qualified designated staff person(s) to at least 50% of all regional meetings provided.</p> <p>State Forum: Attendance of project coordinator and/or any qualified designated staff person(s) to 100% of all state forums provided.</p>		<p>changes, every SNAP-Ed funded staff member entering data will be required to complete training on any new expectations or system changes on the day of, or within 30 days of when the training is provided.</p> <p>Annual Forum: Annually, when provided, and no later than 9/30/21.</p> <p>Coordinator meetings: Completed on dates scheduled by DOH, when provided.</p> <p>Regional meetings: Completed on dates scheduled by DOH, when provided.</p> <p>SNAP-Ed systems approaches training in person: Once annually, when provided, on</p>	

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	<p>(in person and online) - project coordinator, and any staff invested in implementing SNAP-Ed project activities.</p> <ul style="list-style-type: none"> • Project coordinator meetings (conference calls or in person) – project coordinators, or qualified, designated staff person(s). 			<p>dates scheduled by WA SNAP-Ed.</p> <p>SNAP-Ed systems approaches training online: At least once every 3 years, when provided, and no later than 9/15/23.</p>	
4.0	<p>SNAP-Ed Inventory</p> <p>SNAP-Ed subrecipients are required by regulation to keep an up-to-date inventory list that includes all non-capital equipment, approved capital equipment, purchased curriculum, and other SNAP-Ed purchased items that are not disposable. This list should include items purchased in prior fiscal years and be</p>	<p>On-time updates to SNAP-Ed inventory list.</p> <ol style="list-style-type: none"> 1. Inventory list updated per due dates. 2. Inventory list contains complete list of all SNAP-Ed purchased items. 	<p>Completed documentation submitted to DOH showing updated inventory and SNAP-Ed purchased items using approved form/system provided.</p>	<p>Due: Inventory list is required to be updated no later than 30 days after the end of each quarter. Final inventory list updated by 9/15/20.</p> <p>At the time of a fiscal or project monitoring review, or when requested, an up-to-date inventory list must be made available.</p>	<p>See payment information as referenced in task number 1.0.</p>

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	<p>updated per due dates. Agencies are required to follow the DOH SNAP-Ed Inventory policy and procedure.</p> <p>*See special requirements section - Monitoring</p>				
5.0	<p>SNAP-Ed A19 Invoices</p> <p>Subrecipients must use the A19 invoice form specific to the DOH SNAP-Ed program. This document will be sent to all subrecipients prior to October 16th based on the current fiscal year.</p>	<p>On-time delivery of completed and correct SNAP-Ed A19 invoices, using the correct form for the fiscal year.</p> <p>On-time delivery of detailed ledger supporting the costs to be reviewed by SNAP-Ed program via the most current submission procedure before approval of payment.</p> <p>Complete documentation of all actual costs incurred shall be accompanied by the Subrecipient’s financial system report. If Subrecipient does not have a financial reporting system, the Subrecipient must check with the DOH SNAP-Ed program for further guidance.</p>	<p>Complete, correct SNAP-Ed invoices (A19) with all documented costs received at DOH by due dates.</p>	<p>Due: Monthly - Submit invoices to DOH no later than 30 calendar days after the end of the preceding month. (E.g. October A19 invoice submitted no later than November 30 and so on...)</p> <ul style="list-style-type: none"> ○ Oct. Invoice due: 11/30/20 ○ November: 12/30/20 ○ December: 1/30/21 ○ January: 2/28/21 ○ February: 3/30/21 ○ March: 4/30/21 ○ April: 5/30/21 ○ May: 6/30/21 ○ June: 7/30/21 ○ July: 8/30/21 	<p>See payment information as referenced in task number 1.0.</p>

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				<ul style="list-style-type: none"> ○ August: 9/30/21 <p>Final invoice is due October 30th, 2021, or follow close-out schedule.</p> <p style="text-align: center;">Or</p> <p>*If pre-approved in writing by DOH, agencies can submit invoices every two months. Upon approval, a list of submission dates will be provided.</p>	

Special Requirements

Federal Funding Accountability and Transparency Act (FFATA)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the subrecipient must have a Data Universal Numbering System (DUNS®) number.

Information about the subrecipient and this statement of work will be made available on <https://www.usaspending.gov> by DOH as required by P.L. 109-282.

***Program Specific Requirements/Narrative**

This section is for program specific information not included elsewhere.

Contract Noncompliance and Corrective Action (see CFR § 200.338 Remedies for noncompliance)

The Subrecipient must meet the required set of acceptable deliverables/outcomes and adhere to contractual obligations. The contract acceptable deliverables/outcomes along with specified due dates will be determined by the DOH SNAP-Ed program and provided to the subrecipient in writing. Based on contract performance (i.e. progress reports, project monitoring, and fiscal monitoring results and findings) and after implementation of other specific conditions as appropriate listed in CFR § 200.207 - Specific conditions (see <https://www.govregs.com/regulations/2/200.207>), DOH reserves the right to withhold up to 10% of funds from the subrecipient for acceptable deliverables/outcomes that are not documented as incomplete; not submitted by the due dates specified (without approved extension by DOH in writing); or, not carried out sufficiently or consistently and documented as such. After DOH SNAP-Ed provides documentation of the issue and outlines the appropriate corrective action in writing, and with approval from the DOH SNAP-Ed program manager, the first withholding of funds up to 10% would occur one time and allow 60 days for the appropriate corrective action to be completed by the subrecipient. If satisfactory corrective action does not take place within 60 days, up to 5% of funds will be withheld from each monthly payment until the appropriate corrective action is completed. The subrecipient may request reconsideration by submitting a letter to Washington Department of Health SNAP-Education, PO Box 47886, Olympia, WA 98504-7886, or in writing via email to snap-ed@doh.wa.gov. All invoices must be approved by DOH prior to payment; approval will not be unreasonably withheld. DOH will authorize payment only upon satisfactory and on-time completion of acceptance deliverables/outcomes and for allowable costs as outlined in the statement of work, state plan, and/or budget. DOH will return all incorrect or incomplete invoices and will not pay for services that occur outside the period of performance or that are deemed unallowable costs.

Monitoring Expectations

The subrecipient's premises and records will be made available upon request to DOH, DSHS, and USDA staff for the purposes of observing project activities and reviewing for project and fiscal compliance. All non-capital equipment and reusable educational materials should be tracked in an inventory list and available for review upon request. Based on fiscal and project monitoring results or findings, additional monitoring during the fiscal year may be required at the discretion of the DOH SNAP-Ed program, DOH fiscal analyst, or DOH fiscal monitoring unit. Completed monitoring reports with suggestions, comments, feedback, findings, and/or corrective action will be kept on file at DOH and shared with subrecipients regularly and by request.

Staff Requirements

Upon request by DOH, subrecipient must demonstrate that SNAP-Ed staff meet requirements appropriate to their positions including but not limited to: background checks, food handlers' permits, qualifications, and training required by DOH.

SNAP-Ed Assurances: The following assurances must be followed (see program Guidance <https://snaped.fns.usda.gov/program-administration/guidance-and-templates>)

- The subrecipient is fiscally responsible for activities funded with Supplemental Nutrition Assistance Program Education funds and is liable for repayment of unallowable costs.

- Efforts are made to target SNAP-Ed to the SNAP-Ed target audience.
- Only expanded or additional coverage of those activities funded under the Expanded Food and Nutrition Education Program (EFNEP) may be claimed under the SNAP-Ed grant. Approved activities are those designed to expand the State's current EFNEP coverage in order to serve additional SNAP-Ed targeted individuals. In no case may activities funded under the EFNEP grant be included in the budget for SNAP-Ed.
- Contracts are procured through competitive bid procedures governed by State procurement regulations.
- Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
- Program activities do not supplant existing nutrition education and obesity prevention programs, and where operating in conjunction with existing programs, enhance as well as supplement them. This applies to all activities and costs under the Federal budget.
- Program activities are reasonable and necessary to accomplish SNAP-Ed objectives and goals.
- All materials developed with SNAP- Ed funds include the appropriate USDA non-discrimination statement and credit SNAP as a funding source in standard font that is easily readable.

Audits

The subrecipient must make State financial and program audits or reviews conducted by other entities available to the DOH, DSHS, USDA, or its designee.

SNAP-Ed Statewide Initiatives

Subrecipients are expected to communicate with, respond to, and comply with requests, guidance, requirements, and/or on-site visits from all contracted SNAP-Ed statewide initiative entities.

Any SNAP-Ed curriculum modifications should be developed and executed based on the most current Guidance for Curriculum Modification, found under "[Guidance and Process](#)" on WA SNAP-Ed Providers website. Subrecipients must consult DOH SNAP-Ed as directed.

After notification to the DOH SNAP-Ed implementing agency, the subrecipient may adjust or deny requests, requirements, and/or site visits from any contracted SNAP-Ed statewide initiative entities if said request, requirement, and/or site visit is deemed unreasonable, burdensome, unnecessarily costly, or inequitable after appropriate consideration and deliberation between the subrecipient, DOH SNAP-Ed, and the contracted SNAP-Ed statewide initiative entity/entities.

Indirect Rate/Allocation Plan

All indirect rate/allocation plans must be submitted and preapproved by the DOH grants office and the DOH SNAP-Ed program. The subrecipient is responsible for ensuring that indirect costs included in the subrecipient's SNAP-Ed plan are supported by an indirect rate and/or cost allocation plan approved by the appropriate agency. The subrecipient cannot bill indirect costs that are determined to be unacceptable and will be disallowed.

Annual Civil Rights Training Requirement (see FNS Instruction Number 113-1 Chapter XI) <http://www.fns.usda.gov/sites/default/files/113-1.pdf>

"Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives. Local agencies are responsible for training their sub recipients, including 'frontline staff.'

‘Frontline staff’ who interact with program applicants or participants, and those persons who supervise ‘frontline staff’ must be provided civil rights training on an annual basis.”

Records Maintenance - Record Retention and Management - State Agency and All Subrecipients 7CFR 272.2

WA SNAP-Ed regulations require that all records be retained for six years from fiscal closure. This requirement applies to fiscal records, program reports, and client information (pre/post surveys, demographics, etc.). Supporting documentation may be kept at the subrecipient level, but shall be available for review for six years from the date of quarterly claim submittal. Any costs that cannot be substantiated by source documents will be disallowed as charges to SNAP-Ed.

Travel

The subrecipient is expected to comply with the Office of Financial Management’s Travel Management Requirement and Restrictions as found in policy 10.10 (<http://www.ofm.wa.gov/policy/10.htm>), with the travel requirements found in the current year’s SNAP-Ed federal guidance, and with any travel related DOH SNAP-Ed policy and procedure.

Amendments

Subrecipients should check the current year’s federal SNAP-Ed guidance, DOH SNAP-Ed budget amendment guidance, and/or with a DOH SNAP-Ed program consultant to know what kinds of changes they can make on their own and what changes require an amendment and pre-approval in writing. Subrecipients must submit a written plan amendment or written budget amendment request to DOH, and receive written approval from DOH, prior to making any changes within their project or budget and prior to making any purchases within the amendment. Any requests needing FNS approval must be submitted to DOH no later than April 1st of each fiscal year. If subrecipients are making changes that do not require DSHS or FNS approval, DOH can review those and make approvals on a case by case basis during the federal fiscal year. All amendments that do not require DSHS or FNS approval should be submitted to DOH no later than July 16th of each fiscal year.

Overtime

Staff overtime is not billable in the DOH SNAP-Ed program unless it has been reviewed by the DOH SNAP-Ed program in advance and approved in writing.

Special Funding Requirements

Payment for deliverables as specified herein is dependent on receipt of funding from the USDA funding sources. In the event funding is not received, DOH is under no obligation to make payments for the deliverables as specified. If funding is reduced or limited in any way after the effective date of this contract and prior to normal completion, DOH may terminate task(s), remove funds, or reallocate funds at DOH’s discretion under new funding limitations and conditions. DOH will make payments only upon the receipt of the funding. DOH will notify the subrecipient within 10 working days upon notice by the funding source of funding availability.

Special Billing Requirements

1. All invoices, billing, and reimbursements must be in compliance with all applicable Federal laws, rules, regulations including the current year SNAP-Ed Guidance and OMB circulars governing cost issues.

2. Total costs billed will not exceed the USDA-approved budget amount listed in the box below.
 - Bills must be for only SNAP-Ed specific activities, using a DOH A19-1A Invoice voucher.
 - A SNAP-Ed specific A19-1A must be submitted to the Subrecipient’s designated DOH SNAP-Ed staff member within 30 days of the last day of the month for which the work is being billed, OR
 - An Subrecipient may request pre-approval to bill every 2 months instead, in which case, that Subrecipient is required to adhere to the billing due dates provided by DOH.

3. In FFY21 the SNAP-Ed program will deny payment for any costs not submitted by the due date without prior approval. If for ANY reason a subrecipient is unable to submit the SNAP-Ed A-19-1A on the due date, the subrecipient is required to submit a request for an exception to the DOH no later than 7 days prior to due date to the DOH SNAP-Ed program. The SNAP-Ed program reserves the right and responsibility to either approve or deny the request for an exception and will reply to the request.

4. Supporting documentation for each month must be submitted with each SNAP-Ed A19-1A.
 - At the very least this means a copy of a Subrecipient’s financial expanded/detailed general ledger level report.
 - Additionally, all receipts, timecards and other supporting documentation, as noted by USDA, must be available upon request.

5. If a Subrecipient meets one of the criteria below, they will need to submit all SNAP-Ed backup documentation with each bill and this requirement will continue until further notice by DOH.
 - All new SNAP-Ed subrecipients within their 1st fiscal year.
 - Subrecipients with current fiscal findings.
 - Subrecipients who have not submitted adequate or accurate backup documentation within the last year.
 - Subrecipients who receive a rating of “High” from the DOH Federal Sub-recipient Risk Assessment Tool.

BUDGET	
Source	Amount
USDA	\$

DOH Program Contact
 SNAP-Ed Program Consultant Name, SNAP-Ed Program Consultant
 Department of Health
 PO Box 47886
 Olympia, WA 98504-7886
first.last@doh.wa.gov
 360-236-phone

DOH Fiscal Contact
 Name, Fiscal Analyst
 Department of Health
 PO Box 47886
 Olympia, WA 98504-7886
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Certifications and Assurances – all requirements imposed on the subrecipient by the federal awarding agency: **The contract boilerplate covers all standard certifications and assurances.**

Are there any additional requirements imposed by the pass through entity (DOH) to meet its own responsibilities to the awarding agency? Yes No **This can be found in the “Statement of Work” section of the contract.**

All subrecipients are required to make their accounting records available and accessible to the awarding agency: **This requirement can be found in the “Records Maintenance” section of the contract.**

Closeout Requirements:

- (1) Submit all final billings within 60 days of the end of the contract (This is required per standard contract language.)
- (2) Submit all required program reports and deliverables within 60 days (This is required per standard contract language.)
- (3) Dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer used for subaward related activities (If applicable DOH must be contacted for disposal requirements.)
- (4) Additional DOH program specific contract closeout requirements (If applicable, see statement of work for additional closeout requirements.)