

ARTICLE I. ASSURANCES SPECIFIC TO THIS AGREEMENT

- A. The Contractor shall assure that the following conditions are met:
1. The Contractor is accountable for the content of the Scope of Work.
  2. The Contractor will utilize allocated funds for Expanding CalFresh outreach and application assistance activities, including those of subcontractors (if any), and is liable for repayment of unallowable costs.
  3. Expanding CalFresh outreach and application assistance activities conducted by the Contractor or subcontractors (if any) are targeted to SSI/SSP recipients, age 60 and older, and disabled adults in California.
  4. Expanding CalFresh outreach and application assistance activities are conducted in compliance with the CDSS implementation plan and State regulations.
  5. Expanding CalFresh outreach and application assistance activities are reasonable and necessary to accomplish CDSS goals.
  6. No fees may be charged for services.
  7. No funds from this contract shall be used for public service announcements on radio, television or billboards. For reference, please see the Farm Bill (Agricultural Act of 2014, Section 4018(a) <https://www.gpo.gov/fdsys/pkg/BILLS-113hr2642enr/pdf/BILLS-113hr2642enr.pdf>)
- B. The Contractor shall identify the CFDA titles and numbers to the independent auditor conducting the organization's single audit along with each of its subcontractors. The funding source (Federal Grantor) for the following program(s) is the U.S. Department of Agriculture, Food and Nutrition Service (USDA, FNS).
- CFDA 10.561 State Administrative Matching Grants for the Supplemental Nutrition Assistance Program.
- C. Ensure compliance with the following USDA, FNS civil rights requirements:
- Staff providing outreach and application assistance participates in civil rights training and maintains training documentation on file.

ARTICLE I. ASSURANCES SPECIFIC TO THIS AGREEMENT (Continued)

- D. The Contractor shall assure that the following publication conditions are met:

Materials disseminated by the contractor shall be provided by CDSS. Materials may be customized with agency and county name and contact information.

ARTICLE II. RESOLUTION OF FEDERAL AWARD CONFLICTS

The federal terms and conditions of this award and other requirements have the following order of precedence if there is any conflict in what they require:

1. The Food and Nutrition Act of 2008 and implementing regulations.
2. SNAP rules: 7 CFR 277
3. 22 CCR 7000 et seq.

ARTICLE III. TRAINING PROVISIONS

- A. The Contractor shall complete required CalFresh policy webinars.
- B. The Contractor providing application assistance shall attend and participate in Expanding CalFresh application assistance training.

ARTICLE IV. REPORTING PROVISIONS

- A. The Contractor shall have written procedures and a reliable email system to assure that all submitted CalFresh data is timely, complete, accurate, and verifiable.
- B. The Contractor shall maintain a program data collection and reporting system as specified in this Agreement.
- C. The Contractor shall provide support and technical assistance to subcontractors and respond in writing, all written requests for directions and guidance.
- D. The Contractor shall review and monitor the collection of contract data to ensure it is accurately reported.
- E. The Contractor shall attend and participate in required Expanding CalFresh contract data collection training.
- F. The contractor shall submit the number of Expanding CalFresh outreach materials disseminated monthly to CDA.

ARTICLE IV. REPORTING PROVISIONS (Continued)

- G. The contractor providing application assistance shall submit application assistance data monthly to CDA for the categories, as follows:

	CalFresh Pre-Screening Performed	CalFresh Applications Submitted	CalFresh Applications Approved
SFY 2019			

- H. The Contractor shall electronically submit CalFresh monthly data to CDA no later than the 15<sup>th</sup> of each month, for the previous month, unless otherwise specified by CDA.
- I. If the Contractor anticipates submitting a late report, the Contractor shall submit a written explanation to CDA, including the reasons for the delay and the estimated date of submission, ten (10) days prior to the report due date.
- J. The Contractor shall verify the accuracy of all data submitted to CDA and respond to any CDA data verification requests.
- K. The Contractor shall collect and submit data in accordance with the CDA Expanding CalFresh requirements. AAAs are responsible for:
1. Compiling and submitting accurate contract data to CDA.
  2. Reviewing and monitoring the collection of contract data to ensure it is accurately reported.
  3. Attending and participating in required Expanding CalFresh contract data collection training.
- L. The Contractor shall, in accordance with CDA CalFresh requirements, correct and/or explain questionable data.
1. The Contractor shall correct all errors identified. All corrections shall be submitted to CDA.
  2. The Contractor shall verify all monthly data for accuracy in accordance with CDA requirements.
- M. The Contractor shall submit quarterly progress reports providing details on the progress and achievements in reaching AAA goals. A quarterly report form will be provided by CDA and is due thirty (30) days after the end of each quarter, or as instructed by CDA. Quarterly reports shall be submitted to CDA.

ARTICLE V. TRANSITION PLAN

- A. The Contractor shall submit a transition plan to CDA within fifteen (15) days of CDA's written Notice of Termination or Contractor's Notice of Intent to Terminate (pursuant to Exhibit D, Article XII of this Agreement) for a service funded by CalFresh. The transition plan must be approved by CDA and shall, at a minimum, include the following:
1. A description of how program Participants will be notified about the change in CalFresh application Assistance.
  2. A plan to dispose of or transfer all records, including confidential records, to a new contractor or CDA, as directed by CDA.
  3. A plan to inform community referral sources of the pending termination of this CalFresh contract and what alternatives, if any, exist for future referrals.
  4. A plan to maintain adequate staff to provide continued CalFresh application assistance services through the remaining term of the Contract.
  5. A full inventory of all property purchased during the entire operation of the Contract using CalFresh funding.
  6. A plan to dispose of, or transfer all property purchased during the entire operation of the Contract using CalFresh funds.
- B. The Contractor shall implement the transition plan as approved by CDA. CDA will monitor the Contractor's progress in carrying out all elements of the transition plan.
- C. If the Contractor fails to provide and implement a transition plan as required in this Article, the Contractor agrees to implement a transition plan submitted by CDA to the Contractor following the Notice of Termination.