

## Attachment A - Statement of Work

### 1. Purpose

The Washington State Department of Social and Health Services (DSHS) contracts with Spokane Regional Health District (SRHD) to serve as the Supplemental Nutrition Assistance Program – Education (SNAP-Ed) program Implementing Agency (IA) for Region 1 (Adams, Chelan, Douglas, Ferry, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, and Stevens counties). The goal of SNAP-Ed is to provide a comprehensive approach in nutrition education and obesity prevention to improve the likelihood that persons eligible for SNAP (Basic Food) will make healthy food choices within a limited budget and choose active lifestyles consistent with the current United States Department of Agriculture (USDA) dietary guidance system. The mission of the Spokane Regional Health District SNAP-Education program (SRHD SNAP-Ed) is to improve health equity through interventions that support healthy behaviors and increase of food security. SRHD SNAP-Ed contracted projects are intended to create change in their community while simultaneously contributing to a larger body of SNAP-Ed work that achieves impact at regional and State levels, and that work with the following audiences in Washington:

- SNAP recipients (Food Stamps, Basic Food) – This program requires participants to be at or below 200% of Federal Poverty Level); and/or
- Other low-income populations at or below 185% of the Federal Poverty Level

SNAP-Ed projects assess community needs and opportunities with community partners and champions; facilitate policy, systems, and environmental changes that create a healthier community for low-income audiences; and can provide nutrition education to youth and adults and health promotion strategies in different locations.

### 2. Performance

Responsibilities of the contracted party include:

1. Perform work as described in the SNAP-Ed Work Plan and budget approved by DSHS and USDA.
  - a. Communicate with SRHD for implementation needs and to address any concerns, questions and/or necessary adjustments. Approval of any changes to Work Plan or budget are at the discretion of SRHD, DSHS and/or USDA.
2. Submit complete, correct and timely invoice vouchers.
  - a. Prepare and submit invoice vouchers monthly using the SRHD defined form/method and include a detailed ledger and all required supporting itemized documents and/or receipts.
  - b. Monthly: due no later than fifteen (15) days after the end of the preceding month. (e.g., October invoice submitted no later than November 15 and so on.) Final invoice for federal fiscal year 2020 is due October 15, 2021.
3. Participate in conference calls and meetings as relevant and defined by SRHD.
4. Participate in fiscal conference call(s), participants to include at minimum the Program Coordinator and fiscal personnel.
5. Complete all required training annually.
6. Deliver culturally relevant SNAP-Ed programs, messages and educational activities for the outlined target population.
7. Fully cooperate with SRHD and statewide SNAP-Ed efforts, to ensure monitoring and evaluative measures are in place to determine effectiveness and progress of programming.

8. Collect and submit program data in accordance with DOH and SRHD defined requirements.
9. Assure compliance with applicable state and federal program and fiscal regulations, including the most current federal SNAP Education Plan Guidance.
10. Prepare and submit three (3) accurate and complete quarterly reports as outlined on the Region 1 calendar.
11. Prepare and submit an annual report as outlined on the Region 1 calendar.
9. Maintain documentation and required monitoring and audit records per federal guidelines as defined by 2 CFR Part 200 and this agreement, including but not limited to the following:
  - a. Expense reports
  - b. Activity reports
  - c. Payment records
  - d. Personnel reports
  - e. Records for quarterly and annual reports
  - f. Documentation of State costs, payments and donations for SNAP-Ed activities.
10. Furnish proof of insurance within three (3) workdays, upon SRHD request.
11. In line with RCW 9.96A.020, the contracting party will complete background checks for any staff or volunteer (funded and/or representing a SNAP-Ed subcontractor or sub-subcontractor) who will be with youth and unsupervised. Contracting party will maintain a file of background check documentation for audit. Prohibit any staff with a felony conviction related to their duties from supervising and interacting with minors while performing the duties of this contract.

SRHD will:

1. Provide support, information and assistance to subcontractors to ensure optimal program performance and collaboration.
2. Hold regular (or as needed) conference calls between the SNAP-Ed subcontractors to share federal SNAP-Ed program updates, Washington State SNAP-Ed program updates, as well as regional and/or local project activity updates.
3. Coordinate SNAP-Ed activities and messages between agencies. Provide education and information for professionals to enhance the delivery of consistent messages about foods and nutrition to Basic Food recipients.
4. Coordinate, facilitate and/or provide training to meet subcontractor needs and program requirements.
5. Reimburse allowable costs incurred based on approved budget. Payment shall be considered timely if made by SRHD within thirty (30) days after receipt and acceptance by SRHD of the properly completed invoices. Payment shall be sent to the address designated by the subcontractor on page one (1) of this Agreement. SRHD may, at its sole discretion, withhold payment claimed by the subcontractor for services rendered if subcontractor fails to satisfactorily comply with any term or condition of this Agreement.
6. Complete monitoring activities, including an annual fiscal review, to ensure full compliance with the program.