

CONTRACT SUMMARY OF CHANGES FOR SNAP-ED CONTRACT SP-1819

Section	Current Language in Existing Contract	New/Amended Language in New Contract	Reason for Change
Exhibit A Article I.N.	No current language	N. Intervention strategies are broad approaches to intervening on specific target areas.	New definition from FNS SNAP-Ed Plan Guidance FFY 2019 Subsequent lettering to change.
Exhibit A Article II.N.	No current language	N. Maintain a website to reflect current SNAP-Ed programs and services.	To ensure social marketing is utilized to inform SNAP-Ed eligible populations about SNAP-Ed activities. Per FNS SNAP-Ed Plan Guidance FFY 2019
Exhibit A Article II.O.	No current language	O. Certify, on a semi-annual basis, the time and effort of employees devoting 100% to SNAP-Ed, or certify on a weekly basis, the time and effort of employees devoting less than 100% to SNAP-Ed. Said certification shall be prepared by the supervisor of the effected employee.	New requirement per the FNS SNAP-Ed Plan Guidance FFY 2019
Exhibit B Article III.E.	No current language	E. <u>Carry-Over/Carry-In</u> Unspent funds from the previous Federal Fiscal Year will be redistributed during the current Federal Fiscal Year.	Description of “Carry-Over/Carry-In funds” specific to SNAP-Ed

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Exhibit B Article IV.F.	The original Budget form must be filled out in the California Department of Social Services SNAP-Ed SharePoint at https://snaped.dss.ca.gov , as instructed by CDA.	The original Budget form must be filled out in the California Department of Social Services SNAP-Ed SharePoint at https://cdss.sharepoint.com/sites/SnapEd_v1 , as instructed by CDA.	Updated link
Exhibit B Article IV.K.1.	1. The Contractor shall submit a revised budget to CDA for any line item budget transfer of funds which exceeds five percent (5%) of the total budget.	1. The Contractor shall submit a revised budget to CDA for any line item budget transfer of funds which exceeds ten percent (10%) of the total budget. [2 CFR 200.308(e)]	Correction per 2 CFR 200.308
Exhibit B Article V.	The Contractor shall prepare and submit a monthly expenditure report and a request for reimbursement in an electronic format as instructed by CDA 30 days after the final day of the month.	The Contractor shall prepare and submit a monthly expenditure report and a request for reimbursement in an electronic format to CDA no later than the last business day of each month unless otherwise specified by CDA.	Clarification
Exhibit B Article V.E.	New Language	E. The Contractor shall be charged \$75 per program fund source for expedited payments to recover the fees charged by the State Controller's Office. CDA may waive the fees on a case-by-case basis as appropriate.	State Administrative Manual sections 8752 & 8755.1 Subsequent lettering will change.
Exhibit B Article VI.A.	A. All contractors shall submit to CDA, Closeout Reports as instructed	A. The SNAP-Ed Final Report of Expenditures Report (CDA 2003)	Clarification

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	by CDA.	shall be submitted annually to the CDA Fiscal Team. All contractors are required to submit Closeout Reports as instructed by CDA.	
Exhibit B Article VI.B.	B. All contractors shall submit the Report of Property Purchased with Agreement Funds (CDA 32) with the Closeout Report.	Remove	No longer use CDA 32
Exhibit B Article VI.B.	C. Closeout reporting documents shall be addressed to the CDA Fiscal Team.	B. Closeout reporting documents shall be addressed to the CDA Fiscal Team.	Updated lettering
Exhibit B Article VI.C.	No current language	<p>C. Final expenditures must be reported to CDA in accordance with the budget display in Exhibit B. If the expenditures reported by the Contractor exceed the reimbursed amount, CDA will reimburse the difference to the Contractor up to the contact amount. If the expenditures reported by the Contractor are less than the reimbursed amount, CDA will invoice the Contractor for the unspent funds.</p> <p>The payment on the invoice is due immediately upon receipt or no later than 30 days from the date on the invoice.</p>	Clarification on closeout reporting

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<p>Exhibit D Article VII.B.</p>	<p>B. Property meeting all of the following criteria is subject to the reporting requirements:</p> <ol style="list-style-type: none"> 1. Has a normal useful life of at least one (1) year. 2. Has a unit acquisition cost of at least \$500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit). 3 Is used to conduct business under this Agreement. 	<p>B. Property acquired under this agreement, which meets any of the following criteria is subject to the reporting requirements:</p> <ol style="list-style-type: none"> 1. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least \$500(a desktop or laptop setup, is considered a unit, if purchased as a unit. 2. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones and cellphones). 3. All Portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives). 	<p>State Administrative Manual section 5001 and the State Information Management Manual</p>
<p>Exhibit D Article VII.E.</p>	<p>E. The Contractor shall keep track of property purchased with funds from this Agreement, and submit to CDA annually with the Closeout, in electronic form, a cumulative inventory of all property furnished or</p>	<p>E. The Contractor shall keep track of property purchased with funds from this Agreement, and submit to CDA a Property Acquisition Form (CDA 9023) for all property furnished or purchased by either the Contractor or</p>	<p>State Administrative Manual section 8651 Clarification</p>

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	<p>purchased by either the Contractor or the Subcontractor with funds awarded under the terms of this Agreement or any predecessor Agreement for the same purpose. The Contractor shall use the electronic version of the <u>Report of Property Furnished/Purchased with Agreement Funds</u> (CDA 32) to report property to CDA, unless otherwise directed by CDA.</p> <p>The Contractor shall record the following information when property is acquired:</p> <ol style="list-style-type: none"> 1. Date acquired. 2. Item description (include model number). 3. CDA tag number or other tag identifying it as State of California property. 	<p>the Subcontractor with funds awarded under the terms of this Agreement, as instructed by CDA. The Contractor shall certify their reported property inventory annually with the Closeout by completing the Program Property Inventory Certification (CDA 9024).</p> <p>The Contractor shall record, at minimum, the following information when property is acquired:</p> <ol style="list-style-type: none"> 1. Date acquired. 2. Item description (include model number). 3. CDA tag number. 4. Serial number (if applicable). 5. Purchase cost or other basis of valuation. 6. Fund source. 	

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	<p>4. Serial number (if applicable).</p> <p>5. Purchase cost or other basis of valuation.</p> <p>6. Fund source.</p>		
<p>Exhibit D Article VII.F.1.</p>	<p>1. Prior to disposal of any property purchased by the Contractor or the Subcontractor with funds from this Agreement or any predecessor Agreement, the Contractor must obtain approval from CDA for all items with a unit cost of \$500 or more. Disposition, which includes sale, trade-in, discarding, or transfer to another agency <u>may not occur until approval is received from CDA.</u> The Contractor shall email to CDA the electronic version of the Request to Dispose of Property (CDA 248). CDA will then instruct the AAA on disposition of the property. Once approval for disposal has been received from CDA, the item(s) shall be removed from the Contractor's inventory report.</p>	<p>1. Prior to disposal of any property purchased by the Contractor or the Subcontractor with funds from this Agreement or any predecessor Agreement, the Contractor must obtain approval from CDA for all reportable property as defined in Section B of this Article. Disposition, which includes sale, trade-in, discarding, or transfer to another agency <u>may not occur until approval is received from CDA.</u> The Contractor shall submit to CDA a Request to Dispose of Property (CDA 248). CDA will then instruct the AAA on disposition of the property. Once approval for disposal has been received from CDA and the AAA has reported to CDA the Property Survey Report's (STD 152) Certification of Disposition, the item(s) shall be</p>	<p>Consistency with State Administrative Manual 8640</p>

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		removed from the Contractor's inventory report.	
Exhibit D Article XVIII.B.	<p>B. <u>Encryption of Computing Devices</u></p> <p>The Contractor, and its Subcontractors/Vendors, are required to encrypt data collected under this Agreement that is confidential, sensitive, and/or personal information including data stored on all computing devices (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers and backup media) and/or portable electronic storage media (including but not limited to, discs, thumb/flash drives, portable hard drives, and backup media).</p>	<p>B. <u>Encryption of Computing Devices</u></p> <p>The Contractor, and its Subcontractors/Vendors, are required to use 128-Bit encryption for data collected under this Agreement that is confidential, sensitive, and/or personal information including data stored on all computing devices (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers and backup media) and/or portable electronic storage media (including but not limited to, discs, thumb/flash drives, portable hard drives, and backup media).</p>	State Information Management Manual

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Exhibit D Article XVIII.F.	<p>F. <u>Contractor Confidentiality Statement</u></p> <p>The Contractor shall sign and return a Contractor/Vendor Confidentiality Statement (CDA 1024) form with this Agreement. This is to ensure that the Contractor is aware of, and agrees to comply with, their obligations to protect CDA information assets from unauthorized access and disclosure.</p>	<p>F. <u>Information Integrity and Security Statement</u></p> <p>The Contractor shall sign and return an Information Integrity and Security Statement (CDA 1024) form with this Agreement. This is to ensure that the Contractor is aware of, and agrees to comply with, their obligations to protect CDA information assets from unauthorized access and disclosure.</p>	Form name change
Exhibit E			No Changes