



# TEXAS

## Health and Human Services

**Cecile Young, Executive Commissioner**

**RFA No. HHS0015357  
Exhibit L, Deliverables**

**Exhibit L  
DELIVERABLES  
SNAP OUTREACH SERVICES**

Deliverable ID	KPR	Requirements	Due Dates	Frequency
<p style="text-align: center;"><b>D-01</b></p> <p style="text-align: center;"><b>Insurance Requirements</b></p>		<p>Grantee must submit a copy of general Insurance Requirements policy to HHSC within fifteen (15) Calendar Days after the Contract Effective Date and annually thereafter, by October 31<sup>st</sup>.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section II, Management Requirements, B. Snap Infrastructure, 3. General Insurance Requirements of Exhibit D, SNAP Outreach Contract Requirements.</u></b></p>	<p>Within fifteen (15) Calendar Days after Contract Effective Date</p> <p>Annually by October 31st</p>	<p style="text-align: center;"><b>One Time</b></p> <p style="text-align: center;"><b>and</b></p> <p style="text-align: center;"><b>Annually</b></p>
<p style="text-align: center;"><b>D-02</b></p> <p style="text-align: center;"><b>Communication Plan and Governance Structure</b></p>		<p>Grantee must submit a Communication Plan and Governance Structure to HHSC within fifteen (15) Calendar Days after the Contract Effective Date and annually thereafter, thirty (30) Calendar Days prior to the end of each Fiscal Year.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section II, Management Requirements, E. Communication Plan and Governance Structure and Monthly Governance Meetings 2. Communication Plan and Governance Structure of Exhibit D, SNAP Outreach Contract</u></b></p>	<p>Within fifteen (15) Calendar Days after Contract Effective Date</p> <p>Annually thirty (30) Calendar</p>	<p style="text-align: center;"><b>One Time</b></p> <p style="text-align: center;"><b>and</b></p> <p style="text-align: center;"><b>Annually</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
		<u>Requirements.</u>	Days prior to the end of each Fiscal Year	
<p align="center"><b>D-03</b></p> <p align="center"><b>Contract Monitoring Questionnaire (CMQ)</b></p>		<p>Grantee must submit a CMQ to HHSC within thirty (30) Calendar Days after Contract Effective Date and annually thereafter, within sixty (60) Calendar Days prior to the end of each Fiscal Year.</p> <p>Grantee must include all applicable requirements outlined in <u>Section II, Management Requirements, F. Contract Monitoring Questionnaire of Exhibit D SNAP Outreach Contract Requirements.</u></p>	<p>Thirty (30) Calendar Days prior to the end of each Fiscal Year</p> <p>Annually within sixty (60) Calendar Days prior to the end of each Fiscal Year.</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>Annually</b></p>
<p align="center"><b>D-04</b></p> <p align="center"><b>The Formal Subrecipient Agreements and Attachments</b></p>	<b>KPR 1</b>	<p>Grantee submit copies of the Subrecipient agreements and attachments to HHSC within thirty (30) Calendar Days from the date of execution of the applicable Subrecipient agreement and annually, thereafter.</p> <p>Grantee must include all applicable requirements outlined in <u>Section III, Program Requirements, B. Strategy 1: Formal Network Providing Application Assistance and Education, 3. Formal Agreements with Subrecipients of Exhibit D SNAP Outreach Contract Requirements.</u></p>	<p>Ninety (90) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days from the date of</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>Annually</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
			execution.	
<p align="center"><b>D-05</b></p> <p align="center"><b>Network Monitoring Plan</b></p>		<p>Grantee must submit a Network Monitoring Plan to HHSC within sixty (60) Calendar Days after the Contract Effective Date and annually thereafter, sixty (60) Calendar Days prior to the end of each Fiscal Year.</p> <p>Grantee must include all applicable requirements outlined in <u><b>Section III, Program Requirements, B. Strategy 1: Formal Network Providing Application Assistance and Education, 7. Network Monitoring of Exhibit D SNAP Outreach Contract Requirements.</b></u></p>	<p>Sixty (60) Calendar Days after the Contract Effective Date</p> <p>Sixty (60) Calendar Days prior to the end of each Fiscal Year.</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>Annually</b></p>
<p align="center"><b>D-06</b></p> <p align="center"><b>Quarterly Monitoring Report</b></p>		<p>Grantee must submit the Quarterly Monitoring Report to HHSC by the twentieth (20<sup>th</sup>) Calendar Day following the quarter being reported.</p> <p>Grantee must include all applicable requirements outlined in <u><b>Section III, Program Requirements, B. Strategy 1: Formal Network Providing Application Assistance and Education, 7. f. Network Monitoring Plan of Exhibit D SNAP Outreach Contract Requirements.</b></u></p>	<p>Quarterly by the twentieth Day following the quarter being reported.</p>	<p align="center"><b>Quarterly</b></p>

<b>Deliverable ID</b>	<b>KPR</b>	<b>Requirements</b>	<b>Due Dates</b>	<b>Frequency</b>
<b>D-07</b>  <b>Project Work Plan</b>		<p>Grantee must submit the Project Work Plan to HHSC within thirty (30) Calendar Days after the Contract Effective Date and annually thereafter ninety (90) Calendar Days prior to the end of each Fiscal Year.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 2. Project Work Plan of Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Thirty (30) Calendar Days after Contract Effective Date.</p> <p>Ninety (90) Calendar Days prior to the end of each Fiscal Year.</p>	<p><b>One Time</b></p> <p><b>And</b></p> <p><b>Annually</b></p>
<b>D-08</b>  <b>Annual State Plan Documents</b>		<p>Grantee must submit the Annual State Plan documents to HHSC annually and must include the forms and templates in accordance with the instructions and by the date established by HHSC.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 3. Annual State Plan Documents of Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Annually by the date required by HHSC</p>	<p><b>Annually</b></p>
<b>D-09</b>  <b>Continuous Improvement Plan</b>		<p>Grantee must submit a Continuous Improvement Plan to HHSC within thirty (30) Calendar Days after Contract Effective Date and annually thereafter, sixty (60) Calendar Days prior to the end of each Fiscal Year.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 4. Continuous Improvement Plan of Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Thirty (30) Calendar Days after Contract Effective Date</p> <p>Sixty (60) Calendar Days prior to the end of each Fiscal Year.</p>	<p><b>One Time</b></p> <p><b>and</b></p> <p><b>Annually</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
<p align="center"><b>D-10</b></p> <p align="center"><b>Cybersecurity</b></p>		<p>Grantee must complete and submit Form 3834 Written Acknowledgement of Completion of Cybersecurity Training Program to HHSC within thirty (30) Calendar Days after the Contract Effective Date, and at contract renewal thereafter, or as requested by HHSC.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 5. Cybersecurity Training and Acknowledgement of Completion of Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Thirty (30) Calendar Days after the Contract Effective Date</p> <p>At Contract renewal thereafter, or as otherwise requested by HHSC.</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>As Required</b></p>
<p align="center"><b>D-11</b></p> <p align="center"><b>Transition Plan</b></p>		<p>Grantee must submit a Transition Plan to HHSC within thirty (30) Calendar Days after the Contract Execution Date. Ongoing plan updates and changes must be submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 6. Transition Plan of Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Thirty (30) Calendar Days after the Contract Execution Date</p> <p>Thirty (30) Calendar Days before a change becomes effective.</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>As Required</b></p>
<p align="center"><b>D-12</b></p>		<p>Grantee must submit a Plan of Operation for review and approval to HHSC within ninety (90) Calendar Days after the Contract Effective Date. Ongoing updates and changes must be</p>	<p>Ninety (90) Calendar Days after the</p>	<p align="center"><b>One Time</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
<b>Plan of Operation</b>		<p>submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 7. Plan of Operation of Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Contract Effective Date</p> <p>Thirty (30) Calendar Days before a change becomes effective</p>	<p><b>and</b></p> <p><b>As Required</b></p>
<b>D-13</b> <b>Quality Management Plan</b>		<p>Grantee must develop and submit a Quality Management Plan to HHSC within forty-five (45) Calendar Days after the Contract Effective Date, and annually, thereafter, thirty (30) Calendar Days prior to the end of each Fiscal Year.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III Program Requirements, E. Other Program Requirements, 8. Quality Management Plan in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Forty-five (45) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days prior to the end of each Fiscal Year</p>	<p><b>One Time</b></p> <p><b>and</b></p> <p><b>Annually</b></p>
<b>D-14</b> <b>Security Incident Response Plan</b>		<p>Grantee must submit a Security Incident Response Plan to HHSC within twenty (20) Calendar Days after the Contract Effective Date. Ongoing plan updates and changes must be submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 9. Security Incident Response Plan in</u></b></p>	<p>Twenty (20) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days</p>	<p><b>One Time</b></p> <p><b>and</b></p> <p><b>As Required</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
		<u><b>Exhibit D SNAP Outreach Contract Requirements.</b></u>	before a change becomes effective	
<p align="center"><b>D-15</b></p> <p align="center"><b>Disaster Recovery and Continuity Plan</b></p>		<p>Grantee must submit a Disaster Recovery and Business Continuity Plan to HHSC within forty-five (45) Calendar Days after the Contract Effective Date Ongoing Plan updates and changes must be submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in, <u><b>Section III, Program Requirements, E. Other Program Requirements, 10. Disaster Recovery and Business Continuity Plan in Exhibit D SNAP Outreach Contract Requirements.</b></u></p>	<p>Forty-five (45) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days before a change becomes effective.</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>As Required</b></p>
<p align="center"><b>D-16</b></p> <p align="center"><b>Key Personnel and Organizational Plan</b></p>		<p>Grantee must submit an updated Key Personnel and Organizational Plan to HHSC within seventy-five (75) Calendar Days after the Contract Effective Date. Ongoing personnel and organizational updates and changes must be submitted to HHSC for approval at least ten (10) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <u><b>Section III, Program Requirements, E. Other Program Requirements, 11. Key Personnel and Organizational Plan in Exhibit D SNAP Outreach Contract Requirements.</b></u></p>	<p>Seventy-five (75) Calendar Days after the Contract Effective Date</p> <p>Ten (10) Calendar Days before a change becomes effective</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>As Required</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
<p align="center"><b>D-17</b></p> <p align="center"><b>Staff Development Plan</b></p>		<p>Grantee must submit a Staff Development Plan to HHSC within ninety (90) Calendar Days after the Contract Effective Date, or by the date specified by HHSC. Ongoing plan updates and changes must be submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 12. Staff Development Plan in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Ninety (90) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days before a change becomes effective</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>As Required</b></p>
<p align="center"><b>D-18</b></p> <p align="center"><b>Complaint Resolution Plan</b></p>		<p>Grantee must submit a Complaint Resolution Plan to HHSC within twenty (20) Calendar Days after the Contract Effective Date Ongoing plan updates and changes must be submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 13. Complaint Resolution Plan in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Twenty (20) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days before a change becomes effective</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>As Required</b></p>
<p align="center"><b>D-19</b></p>		<p>Grantee must submit a Turnover Plan to HHSC within ninety (90) Calendar Days after the Contract Effective Date and annually, thereafter, sixty (60) calendar days prior to each Fiscal Year's end. Ongoing plan updates and changes must be</p>	<p>Ninety (90) Calendar Days after the Contract</p>	<p align="center"><b>One Time</b></p>

<b>Deliverable ID</b>	<b>KPR</b>	<b>Requirements</b>	<b>Due Dates</b>	<b>Frequency</b>
<b>Turnover Plan</b>		<p>submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section III, Program Requirements, E. Other Program Requirements, 14. Turnover Plan and Turnover Activities in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Effective date</p> <p>Sixty (60) Calendar Days prior to the end of each Fiscal Year</p> <p>Thirty (30) Calendar Days before a change becomes effective</p>	<p><b>and</b></p> <p><b>Annually</b></p> <p><b>Or</b></p> <p><b>As Required</b></p>
<b>D-20</b>  <b>Monthly Performance Report</b>		<p>Grantee must submit a Monthly Performance Report to HHSC by the tenth (10th) Calendar Day of each month following the month being reported.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section IV, Performance and Compliance, A. Required Reports, 1. Monthly Performance Reports in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Tenth (10th) Calendar Day of each month following the period being reported</p>	<b>Monthly</b>
<b>D-21</b>  <b>Quarterly Performance and Expenditure Report</b>	<b>KPR 2</b> <b>KPR 3</b> <b>KPR 4</b> <b>KPR 5</b>	<p>Grantee must submit a Quarterly Performance and Expenditure Report to HHSC by the fifteenth (15<sup>th</sup>) Calendar Day following the quarter being reported.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section IV, Performance and Compliance, A. Required Reports, 2. Quarterly Performance and Expenditure Reports) in Exhibit D SNAP Outreach Contract</u></b></p>	<p>Fifteenth (15<sup>th</sup>) Calendar Day following the quarter being reported</p>	<b>Quarterly</b>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
		<u>Requirements.</u>		
<p align="center"><b>D-22</b></p> <p align="center"><b>Annual Performance Report</b></p>		<p>Grantee must submit an Annual Performance Report to HHSC by the twentieth (20<sup>th</sup>) Calendar Day, following the last day of the Fiscal Year being reported.</p> <p>Grantee must include all applicable requirements outlined in, <u>Section IV, Performance and Compliance, A. Required Reports, 3. Annual Performance Report in Exhibit D Outreach Contract Requirements.</u></p>	<p>Twentieth (20<sup>th</sup>) Calendar Day, following the last day of the Fiscal Year being reported</p>	<p align="center"><b>Annually</b></p>
<p align="center"><b>D-23</b></p> <p align="center"><b>Expenditure Proposals (Annual Categorical Budget)</b></p>		<p>Grantee must submit a categorical budget to HHSC within thirty (30) Calendar Days after the Contract Effective Date or by the date specified by HHSC and annually thereafter, sixty (60) Calendar Days prior to the end of each Fiscal Year or by the date specified by HHSC.</p> <p>Grantee must include all applicable requirements outlined in <u>Section V, Budget and Invoicing, A. Annual Categorical Budget in Exhibit D SNAP Outreach Contract Requirements.</u></p>	<p>With Application</p> <p>Thirty (30) Calendar Days after the Contract Effective Date or by the date specified by HHSC.</p> <p>Sixty (60) Calendar Days prior to the end of each Fiscal Year</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>Annually</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
<p align="center"><b>D-24</b></p> <p align="center"><b>Quarterly Financial Status Report</b></p>		<p>Grantee must complete and submit a Quarterly Financial Status Report (“FSR”) and Reconciliation to certify that all invoices for the months in the quarter being reported and reconciled have been submitted for reimbursement to HHSC by the fifteenth (15<sup>th</sup>) Calendar Day following the quarter being reported and reconciled.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section V, Budget and Invoicing, B. Quarterly Financial Status Reports and Reconciliation in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Fifteenth (15<sup>th</sup>) Calendar Day following the quarter being reported and reconciled.</p>	<p align="center"><b>Quarterly</b></p>
<p align="center"><b>D-25</b></p> <p align="center"><b>Invoicing (Request for Reimbursement)</b></p>		<p>Grantee must submit monthly requests for reimbursement or payment, to HHSC by the thirtieth (30) Calendar Day of each month following the month in which expenses were incurred for services provided. For months with less than thirty (30) days, the invoice must be submitted on the last day of the month.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section V, (D)(1) (Budget and Invoicing, D. Invoicing, Request for Reimbursement in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Thirtieth (30<sup>th</sup>) Calendar Day of each month following the month in which expenses were incurred or services provided. For months with less than thirty (30) days, the invoice must be submitted on the last day of the month.</p>	<p align="center"><b>Monthly</b></p>

Deliverable ID	KPR	Requirements	Due Dates	Frequency
<p align="center"><b>D-26</b></p> <p><b>Emergency Plan</b></p>		<p>Grantee must submit an Emergency Plan to HHSC within thirty (30) Calendar Days after the Contract Effective Date. On-going plan updates and changes must be submitted to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements outlined in <b><u>Section VII, Emergency Plan in Exhibit D SNAP Outreach Contract Requirements.</u></b></p>	<p>Thirty (30) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days before a change becomes effective</p>	<p align="center"><b>One Time</b></p> <p align="center"><b>and</b></p> <p align="center"><b>As Required</b></p>