



TEXAS

Health and Human Services

Cecile Young, Executive Commissioner

**Request for Application (RFA) Grant for
Supplemental Nutrition Assistance Program (SNAP) Education**

RFA No. HHS0015831

Exhibit C, Required Reports

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
SNAP-Ed R-01 Contract Monitoring Questionnaire (CMQ) RFA		<p>The Grantee must submit the initial CMQ within ten (10) Calendar Days from the Contract Effective Date, and annually thereafter, sixty (60) Calendar Days prior to the end of each Federal Fiscal Year.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section III. Infrastructure, F. Contract Monitoring Questionnaire.</p>	<p>Within ten (10) from the Contract Effective Date</p> <p>Annually, sixty (60) Calendar Days prior to the end of each Federal Fiscal Year</p>	<p>One time</p> <p>and</p> <p>Annually</p>
SNAP-Ed R-02 NERI Purchase Report RFA		<p>Grantee must submit a monthly NERI (Nutrition Education Reinforcement Item) (NERI) Purchased Report that includes a list of the HHSC approved NERI items purchased for the SNAP-Ed Program. The NERI Purchase Report must be submitted monthly, within fifteen (15) Calendar Days following the month being reported. <i>If the Grantee does not purchase NERI, the NERI Purchase Report must still be submitted informing HHSC that no NERI items were purchased for the month being reported.</i></p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section IV. Program Requirements, I. SNAP-Ed Nutrition</p>	<p>Within fifteen (15) Calendar Days following the month being reported</p>	<p>Monthly</p>

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		Education Reinforcement Item Submissions and Report.		
SNAP-Ed R-03 SNAP-Ed Intervention Submissions RFA		<p>The Grantee must upload all evidence-based interventions that the Grantee will implement for the SNAP-Ed Program via the designated SharePoint folder, for HHSC review within fifteen (15) Calendar Days from the Contract Effective Date. Along with the submission, the Grantee must follow the formal communication process to submit the intervention(s) to HHSC. The email submission must include a notification that the intervention(s) were uploaded to the designated SharePoint folder and include 1.) brief description of the intervention(s), 2.) the intended audience, and 3.) the proposed implementation plan. Changes to the interventions must be submitted to HHSC for review at least thirty (30) Calendar Days prior to the implementation change.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section IV. Program Requirements, J. SNAP-Ed Intervention Submissions.</p>	<p>Within fifteen (15) Calendar Days from the Contract Effective Date.</p> <p>At least thirty (30) Calendar Days prior to implementing a change.</p>	<p>Annually</p> <p>As Required</p>

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
SNAP-Ed R-04 SNAP-Ed Calendar of Events RFA		<p>The Grantee is required to upload an annual Calendar of Events, within fifteen (15) Calendar Days from the Contract Effective Date, and Quarterly by the thirtieth (30th) Calendar Day following the quarter being reported or immediately when a change has been made.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section IV. Program Requirements, Section K. SNAP-Ed Calendar of Events Submissions.</p>	<p>Within fifteen (15) Calendar Days from the Contract Effective Date and</p> <p>By the thirtieth (30th) Calendar Day following the quarter being reported.</p> <p>Immediately when a change has been made.</p>	<p>Annually,</p> <p>Quarterly,</p> <p>and</p> <p>As Required</p>
SNAP-Ed R-05 FNS Civil Rights Training Report RFA		<p>The Grantee must submit the FNS Civil Rights Training Report by the thirtieth (30th) Calendar Day following the quarter being reported.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements. Section E. FNS Civil Rights Training Report.</p>	<p>Civil Rights Training Report by the thirtieth (30th) Calendar Day following the quarter being reported.</p>	<p>Quarterly</p>
SNAP-Ed R-06 Operations Plan		<p>The Grantee must submit a Plan of Operation, meeting all requirements listed below, to HHSC for review and approval within ninety (90) Calendar Days after the Contract Effective Date. The Grantee must submit any</p>	<p>Within ninety (90) Calendar Days after the Contract Effective Date</p>	<p>One-time</p> <p>and</p> <p>As Required</p>

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
RFA		<p>changes to the Operations Plan to HHSC for approval at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements, G. Operations Plan</p>	Thirty (30) Calendar Days before a change becomes effective.	
SNAP-Ed R-07 Transition Plan RFA		<p>The Grantee must develop and submit a comprehensive Transition Plan at the time of application, and no later than ten (10) Calendar Days after the Contract Effective Date.</p> <p>The Grantee must submit updates and changes to the Transition Plan to HHSC for approval at least thirty (30) Calendar Days, before a change becomes effective.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements, H. Transition Plan.</p>	<p>At application</p> <p>Ten (10) Calendar Days after the Contract Effective Date</p> <p>Thirty (30) Calendar Days, before a change becomes effective</p>	<p>One time</p> <p>After Contract Effective Date</p> <p>and</p> <p>As Required</p>
SNAP-Ed R-08 Turnover Plan RFA		<p>The Grantee must submit a final turnover plan to HHSC for approval within thirty (30) Calendar Days from the Contract Effective Date, and annually thereafter, sixty (60) Calendar Days prior to the end of each Federal Fiscal Year.</p>	Within thirty (30) Calendar Days from the Contract Effective Date	<p>One Time</p> <p>Annually</p>

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
		<p>The Grantee must also submit a “ready to execute” Turnover Plan to HHSC for approval, within six (6) months prior to the end of the contract five-year term, contract termination, or as otherwise, requested by HHSC. The Turnover Plan must be updated as needed throughout the term of the contract and submitted for HHSC approval.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements, I. Turnover Plan.</p>	<p>Sixty (60) Calendar Days prior to the end of each Federal Fiscal Year</p> <p>Six (6) months prior to the end of the contract, contract termination or, as requested by HHSC.</p>	<p>and</p> <p>As Required</p>
<p>SNAP-Ed R-09</p> <p>Quality Management Plan</p> <p>RFA</p>		<p>The Grantee must submit the Quality Management Plan to HHSC within sixty (60) Calendar Days from the Contract Effective Date. An updated Quality Management Plan must be submitted annually, thereafter, no later than thirty (30) Calendar Days prior to the end of each Federal Fiscal Year</p> <p>Grantee must include all applicable requirements set forth <u>in Exhibit B, Grant Requirements</u>, Section V. Other Requirements, J. Quality Management Plan.</p>	<p>Within sixty (60) Calendar Days from Contract Effective Date</p> <p>No less than thirty (30) Calendar Days prior to the end of each Federal Fiscal Year</p>	<p>One-time</p> <p>Annually</p>
SNAP-Ed R-10		Grantee must submit a Security Incident Response Plan must be submitted to HHSC	Within twenty (20) Calendar Days after Contract Effective Date	One time

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
Security Incident Response Plan RFA		<p>within twenty (20) Calendar Days from the Contract Effective Date as required.</p> <p>The Grantee must submit changes to Security Incident Response Plan and any changes to the Plan to HHSC at least thirty (30) Calendar Days before a change becomes effective.</p> <p>Grantee must include all applicable requirements set forth <u>in Exhibit B, Grant Requirements</u>, Section V. Other Requirements, K. Security Incident Response Plan.</p>	At least thirty (30) Calendar Days before a change becomes effective	and As Required
SNAP-Ed R-11 Emergency Plan RFA		<p>An Emergency Plan must be submitted within forty (40) Calendar Days from 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 set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements, L. Emergency Plan.</p>	<p>Within forty (40) Calendar Days after effective date of the contract</p> <p>Within thirty (30) Calendar Days before a change becomes effective</p>	<p>One time</p> <p>As Required</p>
SNAP-Ed R-12		The Grantee must submit a Disaster Recovery and Business Continuity Plan within fifty (50) Calendar Days from the Contract Effective Date, or by the date specified by HHSC; and	Within fifty (50) Calendar Days after Contract Effective Date or date	One time

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
Disaster Recovery and Business Continuity Plan RFA		<p>annually, thereafter, within thirty (30) Calendar Days prior to the end of each Federal Fiscal Year.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements, M. Disaster Recovery and Business Continuity Plan.</p>	<p>specified by HHSC.</p> <p>Within thirty (30) Calendar Days prior to the end of each Fiscal Year</p>	Annually
SNAP-Ed R-13 Complaint Resolution Plan RFA		<p>The Grantee must submit a Complaint Resolution Plan to HHSC twenty (20) Calendar Days from the Contract Effective Date, or by the date specified by HHSC. The Grantee must also submit ongoing updates and changes to the plan for HHSC approval at least thirty (30) Calendar Days before any change becomes effective.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements, N. Complaint Resolution Plan.</p>	<p>Twenty (20) Calendar Days from the Contract Effective Date, or by the date specified by HHSC</p> <p>At least thirty (30) Calendar Day before any change becomes effective.</p>	<p>One time</p> <p>As Required</p>
SNAP-Ed R-14 Grantee Subcontract Agreements		<p>The Grantee must submit copies of their subcontract agreements to HHSC by November 30th of each Federal Fiscal Year. The subcontract agreements must include a copy of the Data Use Agreement signed by each subcontractor, and the Form 3834,</p>	<p>By November 30th of each Federal Fiscal Year</p>	Annually

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
RFA		<p>Written Acknowledgement of Completion of Cybersecurity Training Program from the subrecipients.</p> <p>Grantee must include all applicable requirements set forth <u>in Exhibit B, Grant Requirements</u>, Section V. Other Requirements, O. Grantee Subcontract Agreements.</p>		
SNAP-Ed R-15 Required Posters RFA		<p>The Grantee must upload photos displaying both FNS and HHSC required posters from each location where SNAP-Ed services are provided to the designated SharePoint folder. All photos must be uploaded annually to the designated SharePoint location by the thirtieth (30th) Calendar Day following the first quarter of the Federal Fiscal Year, as required in <u>Exhibit C, Required Reports</u>, R-15. Changes to the site locations will require a submission within fifteen (15) Calendar Days after a change in a site location.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u>, Section V. Other Requirements, P. Required Posters.</p>	<p>By thirtieth (30th) Calendar Day following the first quarter of service</p> <p>Within fifteen (15) Calendar Days after a change</p>	<p>Annually</p> <p>As Required</p>
SNAP-Ed R-16		The Grantee must submit a Staffing Plan at the time of application and within thirty (30) Calendar Days after Contract Effective Date.	Within thirty (30) Calendar Days after Contract Effective Date	One time

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
Staffing Plan RFA		Key Personnel and/or organizational changes must be reported via an updated Staffing Plan within ten (10) Calendar Days after the change occurs. Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u> , Section VI. Staffing Requirements, B. Staffing Plan.	Within ten (10) Calendar Days after a change occurs	As Required
SNAP-Ed R-17 Staff Development Plan RFA		The Staff Development Plan must be submitted to HHSC at the time of Application and no later than thirty (30) Calendar Days from the Contract Effective Date. Any updates or changes to the Staff Development plan must be submitted to HHSC for approval at least thirty (30) Calendar Days. Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u> , Section VI, Staffing Requirements, Program C. Staff Development Plan.	At the time of Application No later than thirty (30) Calendar Days from the Contract Effective Date Within thirty (30) Calendar Days before a change becomes effective	One time As Required and As Required
SNAP-Ed R-18	KPR 1; KPR 2; KPR 3; KPR 4; KPR 5	The Grantee must submit a comprehensive report detailing SNAP-Ed related activities and outcomes by the thirtieth (30 th) Calendar Day	By the thirtieth (30 th) Calendar Day following the end of each Federal	Quarterly

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
SNAP-Ed Project Activities and Outcomes Report RFA		following the end of each Federal Fiscal Year quarter of service. The Integrated Quarterly Progress Report and PEARS Report must include all plan requirements set forth in <u>Exhibit B, Grant Requirements</u> , Section VII. Performance and Reporting, E. SNAP-Ed Project Activities and Outcomes Report.	Fiscal Year quarter of service.	
SNAP-Ed R-19 Quarterly PEARS Reporting Requirements RFA		The Grantee must enter and validate all relevant data in (PEARS) by the thirtieth (30 th) Calendar Day following the end of each quarter of service. Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements</u> , Section VII. Performance and Reporting, F. Quarterly PEARS Reporting Requirements.	By the thirtieth (30 th) Calendar Day following the end of each year quarter of service	By the thirtieth (30 th) Calendar Day following the end of each quarter of service
SNAP-Ed R-20 SNAP-Ed Implementing Agency Annual Plan RFA		The Grantee must use the National Program Evaluation and Reporting System (N- PEARS) to submit the SNAP-Ed Implementing Agency Annual Plan for approval by May 1 st of each Federal Fiscal Year or by the date established by HHSC. Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant</u>	By March 1 st of each Federal Fiscal Year By May 1 st of each Federal Fiscal Year	One time As required

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		Requirements, Section VII. Performance and Reporting, G. SNAP-Ed Implementing Agency Annual Plan.		
SNAP-Ed R-21 SNAP-Ed Implementing Agency Annual Report RFA	KPR 1; KPR 2; KPR 3; KPR 4; KPR 5	<p>Grantee must submit all relevant data in PEARS by October 15th of each Federal Fiscal Year and send notification to HHSC that all PEARS data is complete.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements,</u> Section VII. Performance and Reporting, H. SNAP-Ed Implementing Agency Annual Report.</p>	October 15 th of each Fiscal Year	Annually
SNAP-Ed R-22 Invoicing RFA		<p>Grantee must submit monthly requests for reimbursement or payment, by the thirtieth (30th) Calendar day of each month following the month in which expenses were incurred or services provided. For months with less than thirty (30) Calendar Days, the invoice must be submitted on the last day of the month.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant Requirements,</u> Section VIII. Budget and Invoicing B. Invoicing.</p>	By the thirtieth (30 th) Calendar Day of each month following the month in which expenses were incurred or services provided	Monthly

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SNAP-Ed R-23 Budget Revisions RFA		<p>Grantee must request written prior approval from HHSC for budget and program plan revisions, to include budget revisions for third-party Subrecipients.</p> <p>Annual Plan Amendment and Budget Revision (More than five percent 5%)</p> <p>The Grantee is permitted one amendment and budget revision exceeding five percent (5%) which must be submitted to HHS no later than January 15th of the current Fiscal Year.</p> <p>Acknowledgement Requirement If no budget revision over five (5%) percent requiring an Annual Plan amendment is necessary, the grantee must still complete the budget revision form and submit it to HHS to acknowledge that no revisions are needed by January 15th of the current Fiscal Year.</p> <p>Additional Budget Revisions (Five (5%) percent or less) The Grantee is permitted one additional budget revision below five percent (5%), which must be submitted to HHS no later than April 1st, of each Fiscal Year.</p> <p>Grantee must include all applicable requirements set forth in <u>Exhibit B, Grant</u></p>	<p>Budget Revision (Over five percent 5%) must be submitted prior to January 15th of the current Fiscal Year.</p> <p>The Budget Revision Acknowledgement Requirement must be submitted prior to January 15th of the current Fiscal Year.</p> <p>Budget Revision (Below five percent 5%) must be submitted prior to April 1st</p>	As Required

Required Reports ID	KPR No. (If applicable)	Requirements	Due Date	Frequency
		<u>Requirements</u> , Section VIII. Budget and Invoicing D. Budget Revision.		
SNAP-Ed R-24 Quarterly Expenditure and Projection Reports RFA		The Grantee must submit a Quarterly Expenditure and Projection Report by the tenth (10th) Calendar Day of the month following the quarter being reported, as specified by HHSC, and using the approved HHSC Template. Required Report must include all plan requirements set forth in <u>Exhibit B, Grant Requirements</u> , Section VIII. Budget and Invoicing E. Quarterly Expenditure and Projection Report.	By the tenth (10 th) Calendar Day following the quarter being reported.	Quarterly