

Exhibit E-Deliverables
HHS0016733 Nutritional Incentive Program Project

Deliverable ID	Requirements	Due Date*	Frequency
D-01 Communication Plan and Governance Structure	<p>The Grantee must submit a Communication Plan and Governance Structure to HHSC within 15 Calendar Days after the execution of the Grant Agreement or by the date specified by HHSC.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section I. Management Requirements, Subsection B. Communication Plan and Governance Structure.</p>	<p>Within 15 Calendar Days after execution of the Grant Agreement</p>	<p>One time</p>
D-02 Communication Plan and Governance Structure	<p>The Grantee must submit meeting minutes via the official SAR/VAR correspondence process for review, comment, and approval by the HHSC, no later than two (2) Calendar Days after each meeting is held or date specified by HHSC.</p> <p>The Grantee must include all requirements outlined in the N IP Project RFA, <u>Exhibit D - Required Services</u>, Section I. Management Requirements, Subsection B. Communication Plan and Governance Structure.</p>	<p>Within two (2) Calendar Days after each meeting</p>	<p>As Required</p>
D-03 Contract Monitoring Questionnaire	<p>The Grantee must submit a CMQ within 30 Calendar Days after the execution of the Grant Agreement.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section I. Management Requirements, Subsection C. Contract Monitoring Questionnaire.</p>	<p>Within 30 Calendar Days after the execution of the Grant Agreement</p>	<p>One Time</p>
D-04	<p>The Grantee must develop and complete a Quarterly Self Evaluation of whether the project met its goals and objectives. The Self Evaluation must be submitted to HHSC</p>	<p>On the 20th Calendar Day, following the state</p>	<p>Quarterly and As Required</p>

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Quarterly Self Evaluation	<p>on the 20th Calendar Day, following the state fiscal year quarter being reported and at the end of the project period.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section II. Program Requirements, Subsection A. Overview and General Requirements.</p>	fiscal year quarter being reported and at the end of the project period	
D-05 Project Work Plan	<p>The Grantee must submit a final NIP Project Work Plan for HHSC review and approval within 30 Calendar Days after execution of the Grant Agreement.</p> <p>The Grantee must submit any changes to the HHSC approved Project Work Plan to HHSC for review and approval, at least 30 Calendar Days before a change becomes effective.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section II. Program Requirements, Subsection F. Project Work Plan.</p>	<p>At Application</p> <p>Within 30 Calendar Days after execution of the Grant Agreement</p>	<p>One Time</p> <p>As Required</p>
D-06 Key Personnel and Organizational Requirements	<p>The Grantee must submit an updated Key Personnel and Organizational Plan 30 Calendar Days after the execution of the Grant Agreement or by the date specified by HHSC.</p> <p>Ongoing personnel and organizational updates and changes must be submitted to HHSC for approval at least 10 Calendar Days before a change becomes effective.</p> <p>The Grantee must include all requirements outlined in the N IP Project RFA, <u>Exhibit D - Required Services</u>, Section II.</p>	<p>30 Calendar Days after execution of the Grant Agreement</p> <p>10 Calendar Days before a change becomes effective</p>	<p>One Time</p> <p>As Required</p>

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	Program Requirements, Subsection G. Key Personnel and Organizational Requirements.		
D-07 Staff Development Plan	<p>The Grantee must submit a Staff Development Plan 30 Calendar Days after the execution of the Grant Agreement, or by the date specified by HHSC.</p> <p>The Grantee must maintain a current staff development plan and reflect any changes to the plan on file and available for review by HHSC, upon request.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section II. Program Requirements, Subsection H. Staff Development Plan.</p>	30 Calendar Days after the execution of the Grant Agreement	One Time and As Required
D-08 Quality Management Plan	<p>The Grantee must develop and submit a Quality Management Plan 45 Calendar Days after the execution of the Grant Agreement, and within 10 Calendar Days when a change is made to the plan.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section II. Program Requirements, Subsection I. Quality Management Plan.</p>	45 Calendar Days after the execution of the Grant Agreement	One time
D-09 Complaint Resolution Plan	The Grantee must submit a Complaint Resolution Plan 20 Calendar Days after the execution of the Grant Agreement, or by the date specified by HHSC.	20 Calendar Days after the execution of the Grant Agreement	One time

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	<p>Ongoing plan updates and changes must be submitted to HHSC for approval at least 30 Calendar Days before a change becomes effective.</p> <p>The Grantee must include all requirements outlined in the N IP Project RFA, <u>Exhibit D - Required Services</u>, Section II. Program Requirements, Subsection J. Complaint Resolution.</p>	30 Calendar Days prior to a change becoming effective	As Required
<p>D-10</p> <p>Disaster Recovery and Business Continuity Plan</p>	<p>The approved plan must be in place prior to the effective date of the Grant Agreement. The Grantee must update and resubmit to HHSC for approval, implement, and maintain its written Disaster Recovery and Business Continuity Plan within 20 Calendar Days after Contract execution or by the date specified by HHSC.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section II. Program Requirements, Subsection K. Disaster Recovery and Business Continuity Plan.</p>	20 Calendar Days after the execution of the Grant Agreement	One Time
<p>D-11</p> <p>Monthly Performance Report</p>	<p>The Grantee must submit a Monthly Key Performance Report to HHSC by the 15th Calendar Day of each month following the month being reported.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section III. Performance and Reporting, Subsection A. Reporting, part. 1. Monthly Key Performance Reports.</p>	15 th Calendar Day of each month following the month being reported	Monthly

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D-12 Quarterly Performance and Financial Status Report	<p>The Grantee must submit a Quarterly Key Performance Report by the 20th Calendar Day of the month following the quarter being reported.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section III. Performance and Reporting, Subsection A. Reporting, part. 2. Quarterly Performance and Financial Status Report.</p>	20 th Calendar Day of the month following the quarter being reported	Quarterly
D-13 Annual Report	<p>The Grantee must submit an Annual Report by the 30th Calendar Day following the last day of the operational year being reported.</p> <p>The Grantee must include all requirements outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section III. Performance and Reporting, Subsection A. Reporting, part. 3. Annual Report.</p>	30 th Calendar Day, following the last day of the state fiscal year being reported	One Time
D-14 Budget Revision	<p>The Grantee must submit a budget revision on the 30th Calendar Day after executing the Grant Agreement.</p> <p>The Grantee must submit a budget revision 60 Calendar Days after the allocation of staff time and effort for the program changes.</p> <p>The Grantee completes and submits necessary Budget Revisions in accordance with the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section IV. Budget Revisions and Invoicing, Subsection A. Budget Revisions.</p>	<p>30th Calendar Day after executing the Grant Agreement</p> <p>60 Calendar Days after staffing changes</p>	One time As required

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D-15 Invoice Management Plan	<p>The Grantee must develop, maintain, implement, and submit an Invoice Management Plan that includes an organizational approach to invoice preparation and submission to HHSC within 30 Calendar Days after the contract effective date.</p> <p>The Grantee must include all components of the Invoice Management Plan outlined in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section IV. Budget Revisions and Invoicing, Subsection B. Invoice Management Plan.</p>	Within 30 Calendar Days after the contract effective date	As Required
D-16 Invoicing	<p>The Grantee must submit a monthly request for reimbursement on an HHSC Approved Request for Reimbursement Template by the 20th Calendar Day of the month following the month in which the service date and service period occurred.</p> <p>The Grantee must submit a request for reimbursement in accordance with the requirements in the N I P Project RFA, <u>Exhibit D - Required Services</u>, Section IV. Budget Revisions and Invoicing, Subsection C. Invoicing.</p>	20 th Calendar Day of each month	Monthly