

Supplemental Nutrition Assistance Program Access and Information Plan


State: Arizona

State Agency: Department of Economic

Security Fiscal Year: 2024

Primary Contacts

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Signed by: 
Jeffrey W. Morley, DBME Assistant Director

1. Acronyms and Definitions

Acronym or Term	Definition
ADES	Arizona Department of Economic Security; the State SNAP Agency.
CAA	Community Action Agency, subrecipient
Churning	As applied to SNAP, a cycle of losing and regaining eligibility in a short period of time, generally no more than four months, due to client inaction or lack of timely recertification.
Client	A person requesting information on or receiving ADES services.
Colleague	A person with whom one works or collaborates, especially in a profession or business, regardless of paid or volunteer status.
De Minimis Indirect Cost Rate	Ten (10) percent of modified total reasonable, allowable, and necessary direct program costs not readily assignable to budget line items specifically benefitted without effort disproportionate to the results achieved; to be used only when an agency does not have a federally negotiated indirect cost rate agreement.
Federally Negotiated Indirect Cost Rate	The percentage of approved base expenditures not readily assignable to the line items specifically benefitted without effort disproportionate to the results achieved; negotiated through the requesting agency's cognizant federal authority.
FFY	Federal Fiscal Year; a twelve (12)-month period beginning on October 1 and ending on September 30 of the following calendar year.
Food Insecurity	A household-level economic and social condition of limited or uncertain access to adequate food.
Hotspot	A mobile device used to obtain internet access via cellular networks, typically using Wi-Fi technology or physical tethering, to allow an internet connection to be established in remote locations.
ICR	Indirect Cost Rate.
Indirect Cost Base	The approved direct cost categories per an agency's individual federally negotiated indirect cost rate agreement to which the indirect cost rate is applied or ten (10) percent of an agency's modified total direct program costs when the agency does not have a federally negotiated indirect cost rate agreement.
IRS	Internal Revenue Service.

Acronym or Term	Definition
MOU	Memorandum of Understanding; an agreement held between the state SNAP contractor and a participating agency detailing requirements and allowing or disallowing reimbursement for expenditures directly related to SNAP access and information activities.
Plan	Arizona's Supplemental Nutrition Assistance Program Access and Information Plan.
SCP	SNAP Community Partner; a non-profit or governmental agency performing SNAP access and information operations in coordination with ADES and the state SNAP contractor.
SNAP	Supplemental Nutrition Assistance Program (formerly known as the "Food Stamp Program").
TANF-CA	Cash assistance through the federal Temporary Assistance for Needy Families program.
TIN	Taxpayer Identification Number: a tracking number used by the IRS in the administration of tax laws.
USCIS	United States Citizenship and Immigration Services.
USDA/FNS	United States Department of Agriculture/Food and Nutrition Service.
Contractor	Statewide Contractor, subrecipient.

Statement of Need

The State of Arizona continues to grow and strengthen its Supplemental Nutrition Assistance Program (SNAP) Outreach to ensure all low-income Arizonans have access to nutritious food. SNAP Outreach activities are critical tools that help vulnerable populations have access and are aware of the availability, eligibility requirements, application processes, and benefits of SNAP.

In FFY2024, The States focus will remain on vulnerable populations, underserved regions in Arizona who continue to experience pervasive levels of food insecurity, and recertification for high SNAP participation locations throughout the state. ADES plans to expand our SNAP Outreach activities as described below:

State agency will continue partnership with Subrecipient *Wildfire* (**Contractor**) as identified in the project details section.

The Arizona Department of Economic Security (ADES) mission is to make Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need and care for the vulnerable, while its vision is to provide all Arizonans with timely ADES services. In the spirit of the ADES mission and vision, ADES views SNAP access and information services as critical in fulfilling its goals of:

- Serving Arizonans with integrity, humility, and kindness;
- Supporting Arizonans to reach their potential through social services that train, rehabilitate, and connect them with job creators;
- Providing temporary assistance to Arizonans in need while they work toward greater self-sufficiency; and
- Providing children with food, health care, and parental financial support; providing services to individuals with disabilities; and protecting the vulnerable by investigating allegations of abuse, neglect, and exploitation.

Vulnerable Populations

While retaining its foremost goal of serving Arizonans who are struggling to achieve food security, regardless of race, color, national origin, gender, religious creed, disability, age, political beliefs or any prior civil rights activity, the Plan specifically focuses on the following vulnerable populations:

- **Students;** Many students at risk of food insecurity and potentially eligible for SNAP do not report receiving SNAP benefits, indicating that these students may be unaware of or misinformed about their potential eligibility.² FNS encourages States to partner with institutions of higher education (IHEs) to support student enrollment in SNAP. IHEs may use data from the Federal Application for Student Aid (FAFSA®) to communicate (e.g., text, email) with potentially eligible students. Students can then apply for SNAP benefits online, in-person, by phone, or by mail. IHEs may also partner with the State SNAP agency to streamline the enrollment and verification process provided certain conditions are met. Per U.S. Department of Education guidance,³ IHEs are permitted to use FAFSA data to aid in the administration of certain Federal benefits, including SNAP, provided that the IHE obtained the students' prior written consent in compliance with the requirements of 34 C.F.R. § 99.30 of the Family Educational Rights and Privacy Act regulations and protects their privacy rights. State SNAP agencies may also choose to partner with State departments of higher education and other higher education stakeholders to facilitate forming these partnerships with IHEs and to share best practices.⁴

¹ White House, "Biden-Harris Administration National Strategy on Hunger, Nutrition, and Health," September 2022, <https://www.whitehouse.gov/wp-content/uploads/2022/09/White-House-NationalStrategy-on-Hunger-Nutrition-and-Health-FINAL.pdf>.

² Government Accountability Office, "Better Information Could Help Eligible College Students Access Federal Food Assistance Benefits," December 2018, <https://www.gao.gov/assets/gao-19-95.pdf>

- **Veterans;** Among working-age adults, veterans are more likely to live in food insecure households than nonveterans, and SNAP participation is estimated to be lower among eligible veterans compared to all households.⁵ States can partner with local Veterans Health Administration (VHA) facilities and veteran service organizations to help connect veterans to the program. Furthermore, FNS recommends State SNAP agencies that target veterans share their SNAP outreach plans with local VHA facilities to promote collaboration.
- **Immigrant and mixed status households, and other underserved communities.** ⁶ Immigrant and mixed-status households, rural households, LGBTQ+ households, households with limited English proficiency, and others may not be well-served by existing outreach partners due to language barriers, transportation issues, unfamiliarity with the organizations, or need for specialized services. FNS encourages States to collaborate with partners serving households that are not connected to the State's current outreach partners.

- **Older adults;** Older adults have historically had a lower SNAP participation rate than the overall population.⁷ SNAP outreach can help mitigate barriers that older adults may face in applying for SNAP, including technology and mobility barriers, stigma, and misperceptions about eligibility. This can include outreach to kinship caregivers (e.g., grand families) that may not be aware of eligibility. States may consider partnering with local aging services agencies, such as Aging and Disability Resource Centers, Area Agencies on Aging, and community-based organizations supporting older adults.

³ Federal Student Aid, U.S. Department of Education, "(GEN-22-02) Use of FAFSA Data to Administer Federal Programs," January 2022, <https://fsapartners.ed.gov/knowledge-center/library/dear-colleagueletters/2022-01-20/use-fafsa-data-administer-federal-programs>.

⁴ For more information on students and SNAP, visit SNAP's Students webpage.

⁵ Government Accountability Office, "Federal Agencies Should Improve Oversight and Better Collaborate on Efforts to Support Veterans with Food Insecurity," March 2022, <https://www.gao.gov/assets/gao-22-104740.pdf>.

⁶ Federal Register, "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government," Vol. 86, No. 14, Presidential Documents, January 25, 2021, <https://www.govinfo.gov/content/pkg/FR-2021-01-25/pdf/2021-01753.pdf>.

⁷ U.S. Department of Agriculture, "SNAP Participation Rates by State," <https://www.fns.usda.gov/usamap>.

Tribal Consultations

The Arizona Department of Economic Security (DES) initiated a Tribal Consultation process to engage Arizona's Tribes and Indian Nation Leaders in collaborative discussions prior to submission of our Supplemental Nutrition Assistance Program Outreach (SNAP) State Plan for Federal Fiscal Year 2024 (10/01/2023-09/30/2024). As part of our Tribal Consultation process, ADES offered tribes the opportunity to review the current State Plan and to offer their valuable input for our SNAP-O FFY24 State Plan.

ADES, The U.S. Department of Agriculture's Food and Nutrition Services (FNS), Tribes, and SNAP agencies share a common goal of improving nutrition and health for American Indians through nutrition assistance and nutrition education. In the furtherance of these goals,

ADES' goal was to engage in timely, meaningful, and substantive dialogue with Tribal Leaders, or their designated representatives in regards to the SNAP Outreach State Plan. ADES scheduled four (4) Listening Sessions and invited members of all Tribal Nations to provide feedback and comments on the following dates:

- [May 23rd](#) at 10:00 am MST
- [June 1st](#) at 1 pm MST
- [June 22nd](#) at 10 am MST
- [June 28th](#) at 1 pm MST

Unfortunately, we only had 4 members join and no feedback was provided during the listening sessions nor by email.

Areas of Need

Poverty has been identified as a common causal mechanism when comparing rates of food insecurity and chronic disease.¹ As such, the identification of areas of need was determined by using U.S. Census poverty rate information at the county level. The ADES Plan will maintain the work in all counties with specific focus on counties with the highest level of poverty. See Appendix B - Arizona Percent of Total Population in Poverty

1. Executive Summary

The ADES Plan allows a formal structure for statewide SNAP access and information services and secures federal funding that provides a fifty (50) percent reimbursement on approved SNAP Community Partner (SCP) reasonable, allowable, and necessary administrative expenditures. The Plan is divided into three projects with each having its own unique activities and evaluation metrics.

Project number one, Application Assistance, provides help to vulnerable Arizonans who are not able to complete an ADES application for benefits on their own. The inability to complete the application can be attributed to a number of factors such as a lack of Internet access for online application submission, not understanding how to complete the application, general uncertainty regarding the application submission process, a physical or mental disability or a lack of access to technology used to submit the application and required verification documents. SCPs self-select their assistance model. Assistance model options consist of the following:

- **Full-Service:** a SCP colleague submits the application and verification documents on behalf of the client and may contact ADES, with the client's permission, to relay problems associated with the application. When applying on behalf of the client, the client must be the person who signs the application. SCPs are prohibited from signing any document on the client's behalf, and all information collected from the client must be stored in accordance with ADES confidentiality guidelines (see Appendix A for more information on data storage requirements). Under this model and all following models, SCPs are not considered authorized representatives and are prohibited from interfering with the interview process in accordance with United States Department of Agriculture/Food and Nutrition Services (USDA/FNS) regulations.
- **Self-Service:** a SCP makes available equipment used to submit an online or paper application and verification documents to ADES. The SCP does not actively assist the client with the application but may assist with the usage of the equipment itself.

¹ Laraia, B. Food Insecurity and Chronic Disease. *Adv. Nutr.* March 2013;4: 203-12

Types of equipment used consist of computers with internet access, fax machines, telephones, document scanners and any other equipment needed to aid in providing ADES with information needed for the SNAP eligibility determination.

- **Both Full and Self-Service:** this model combines full and self-service assistance to provide a holistic application assistance experience for the client.

Project number two, Information Distribution and Client Education, is a mandatory project for all SCPs and provides vulnerable Arizonans with the up-to-date, accurate and culturally relevant information needed to complete the following:

- Understand the SNAP application and eligibility process;
- Make an informed decision on whether to apply to ADES for participation in SNAP. When the client makes an informed decision not to apply for SNAP, the SCP should refrain from continuing to pressure or attempting to convince the client to apply;
- Receive necessary information to assist the client in understanding and being confident in their SNAP participation. Breaking through myths and outdated information that continue to prevent potentially eligible clients from applying due to inaccurate information being spread in a community by those not familiar with current program requirements;
- Understand the detrimental effects of allowing a certification period to lapse while the household is still in need of SNAP benefits and the cycle of losing and regaining eligibility due to not reapplying for SNAP (i.e., churning prevention); and
- Understand what may be required of the client during the application and eligibility phase of participation in SNAP. Examples of such requirements are:
 - Completing an eligibility interview with an ADES state merit colleague;
 - Providing accurate, truthful information to ADES on the application, during the interview and throughout the certification period;
 - Reporting changes that have occurred between application submission and the interview and understanding the need to report changes throughout the certification period; and
 - Reading and understanding, or obtaining help to read and understand, all communication sent from ADES regarding the application and eligibility determination.

Project number three, Partnership Coordination, involves the administrative and support functions required to ensure SCPs are provided with the services necessary to perform at their fullest capacity. As the duties under this project are numerous, see the Project Details section of this document for information regarding coordination functions.

Project one through three, Partnership Collaboration, involves collaboration between subrecipient and ADES to ensure SCPs within rural areas are provided with required support for the community they serve. Please see Project Details section of this document for information regarding Partner Collaboration functions.

ADES contracts with a qualified non-profit organization for Plan administration on the local level. The contractor (hereinafter "Subrecipient") holds an individual Memorandum of Understanding (MOU) with each SCP and acts as the entity responsible for passing through drawn down federal funds. Contracts and MOUs are kept on file and available for review.

In addition to Subrecipient, ADES will partner through agreements with the subrecipient with **sixty-two (62)** SCPs. The total projected program budget is **\$12,598,135.00** resulting in a projected maximum reimbursement request of **\$6,299,067.00** which is fifty (50) percent of planned expenditures. All SNAP funding under the Plan will remain under the administrative control of ADES. Financial and other program records are maintained on file with ADES, Subrecipient and SCPs for a minimum of three years after the close of the relevant FFY.

Project Summary

Project Number	Title	Geographic Area	Target Audience	Contracted or In-House?
1	Application Assistance and Partnership Collaboration	Statewide	Vulnerable populations and regions as identified in the Project Details	Contracted and In-House
2	Information Distribution, Client Education, and Partnership Collaboration	Statewide	Vulnerable populations and regions as identified in the Project Details	Contracted and In-House
3	Partnership Coordination, and Partnership Collaboration	Statewide	Participating SCPs and other agencies interested in starting SNAP access and information operations	Contracted and In-House

2. Project Details

Project Number	1 – Application Assistance
Goal	Arizonans will be provided with SNAP application access options outside of the traditional ADES local eligibility office, assistance with completing applications and the equipment necessary to submit applications. SCPs will assist clients with providing verification documents electronically and completing telephone interviews in place of travelling to a local eligibility office. ADES anticipates that SCP assistance will result in applications and proper verification documents being submitted at the same time, which will lead to an increase in both case accuracy and timely eligibility determination timeliness. This project will serve to expand access to SNAP for clients who lack the electronic resources for an online application, are homebound or lack a means of transportation for travelling to a local eligibility office.
Target Audience	Potentially eligible vulnerable populations throughout Arizona
Timeline	October 1, 2023, through September 30, 2024
Description of Activity	SCPs will perform full-service, self-service or both full and self-service application assistance dependent upon the SCP's resources and the availability of paid colleagues or volunteers. SCPs include, but are not limited to, faith-based organizations, health centers, food banks, domestic violence shelters, community action organizations and other agencies committed to providing application assistance in communities with a high number of vulnerable, potentially eligible persons.
Subrecipient	Contractor October 1, 2023, through September 30, 2024, provides support and oversight for each SCP participating below:

Subrecipients

- Adelante Healthcare
- Against Abuse
- Arizona Baptist Children's Services
- Arizona Justice Center
- Arizona State University Watts
- Arizona Women's Recovery Center
- Aster Aging
- AZCEND
- Catholic Community Services (Pio Decimo)
- Centers of Arizona
- Chandler Care Center
- Charity Staffing
- Chicanos Por La Causa (CPLC)
- Coconino County CAP
- Community Food Bank of Southern Arizona
- Cornerstone Mission Project
- Creighton Community Foundation
- Cultural Cup Food Bank
- Dress for Success Phoenix
- Empowerment Systems
- Father Matters
- Foothills Food Bank
- Greater Phoenix Urban League
- Helping Families in Need
- Interfaith Community Services
- International Sonoran Desert Alliance
- Live and Learn Program
- Lutheran Social Services of the Southwest
- Manzanita Outreach
- Maricopa County Community College District
- Mountain Park Health Center
- Northern Arizona Council of Governments NACOG
- Native American Community Health Center, Inc.
- Neighborhood Ministries
- Neighborhood Outreach Access to Health (NOAH)
- Nogales Community Development Corporation
- North Country Healthcare
- Northland Family Help Center
- Northland Pioneer College
- Nourish Phoenix
- Old Town Mission
- Phoenix Dream Center
- Phoenix Indian Center
- Pilgrim Rest Foundation
- Pima ARC College
- Regional Center for Border Health
- Rio Vista Center
- Sahuarita Food Bank

- Salvation Army
- Seniors Personal Assistance Corporation
- Sunset Community Health
- Tanner Community Development Corporation
- Tempe Community Action Agency
- Town of Guadalupe Community Action Program
- Unlimited Potential
- Valley Assistance Services
- Wesley Community Centers Inc.
- West Valley Health Equity
- WACOG
- WHEAT World Hunger Ecumenical Arizona Task-Force
- Yavapai Community College

Subrecipient TIN	860311619
Role of the Subrecipient	Subrecipient will recruit agencies in underserved communities, maintain MOUs with participating SCPs, offer financial oversight, pass through federal reimbursement funds, maintain current SCP SNAP training curriculum, develop additional training materials, and provide training and technical assistance to SCPs requiring such support.
Role of the State Agency	ADES will continuously monitor and correct as needed Subrecipient's and SCP performance by providing SNAP policy support, approving Subrecipient and SCP-generated marketing materials intended to increase the number of potentially eligible clients visiting an Subrecipient or SCP for service, performing desk audits, and reviewing monthly Subrecipient and SCP activity reports to ensure expenditures are reasonable, allowable, and necessary prior to approving Subrecipient and SCP reimbursement requests.

Project Number	1 – Application Assistance
State/ Subrecipient Funding Source(s)	<p>All funding under the Plan is sourced from the USDA/FNS fifty (50) percent reimbursement of reasonable, allowable, and necessary program expenditures.</p> <p>ADES retains a total of five (5) percent of the fifty (50) percent reimbursement to fund its program activity, Sub-recipient retains five (5) percent of the reimbursement, and the remaining forty (40) percent is disbursed to SCPs. There are no state matching funds or other federal funds allocated to the Plan. SCPs source private dollars through fundraising efforts and are prohibited from requesting reimbursement for Plan expenditures paid with funds from other federal awards.</p>
Volunteers	<p>Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Volunteers under this project complete frontline activities such as assistance with applications, submitting verification documents and contacting ADES for the eligibility interview. Volunteers, as with paid staff, must complete annual civil rights training and SNAP application assistance training modules. Volunteers must have a confidentiality agreement on file with the SCP and comply with the agreement.</p>
Evaluation	<p>ADES will consider this project successful when identified areas of need experience a decrease in food insecurity rates. A successful outcome is achieved when:</p> <ul style="list-style-type: none"> • SNAP participation growth in identified counties outpaces growth in lower poverty counties by a reasonable margin; or • Participation in high poverty counties increases or remains stable, while lower poverty counties experience a participation decrease. • SCPs will provide monthly reports to subrecipient that identify SNAP outreach activity: Number of applications, number of screenings, and assistance with applications. These are collected and shared with ADES each month; in addition, subrecipient will provide quarterly and annual reports to ADES. <p>Tracking of agency capability through comparing monthly reports with the initial application assistance goals of the SCPs (as indicated in their partnership applications) and providing technical assistance as needed.</p>

Project Number	2 – Information Distribution and Client Education
Goal	<p>Vulnerable Arizonans will be provided with the information necessary to make an informed decision on whether to apply for SNAP and guidance on the application and eligibility process. Myths regarding SNAP will be eliminated and current, accurate information about SNAP will be spread among potentially eligible clients. Subrecipient's/SCPs will continue to inform legal immigrants that participation in SNAP does not cause the person to be classified as a "public charge," which would potentially hinder their ability to become naturalized United States citizens. Ineligible foreign nationals in Arizona without permission from United States Citizenship and Immigration Services (USCIS) will no longer fail to apply for SNAP for their United States citizen children or legally residing children due to misunderstandings about SNAP eligibility requirements. Clients will no longer allow cyclic participation (i.e., churning) to occur due to client inaction or failure to read and understand information being sent from ADES.</p>
Target Audience	Potentially eligible vulnerable populations throughout Arizona
Timeline	October 1, 2023, through September 30, 2024
Subrecipient	Contractor October 1, 2023, through September 30, 2024, provides support and oversight for each SCP participating below:

Subrecipient

- Adelante Healthcare
- Against Abuse
- Arizona Baptist Children's Services
- Arizona Justice Center
- Arizona State University Watts
- Arizona Women's Recovery Center
- Aster Aging
- AZCEND
- Catholic Community Services (Pio Decimo)
- Centers of Arizona
- Chandler Care Center
- Charity Staffing
- Chicanos Por La Causa (CPLC)
- Coconino County CAP
- Community Food Bank of Southern Arizona
- Cornerstone Mission Project
- Creighton Community Foundation
- Cultural Cup Food Bank
- Dress for Success Phoenix
- Empowerment Systems
- Father Matters
- Foothills Food Bank
- Greater Phoenix Urban League
- Helping Families in Need
- Interfaith Community Services
- International Sonoran Desert Alliance
- Live and Learn Program
- Lutheran Social Services of the Southwest
- Manzanita Outreach
- Maricopa County Community College District
- Mountain Park Health Center
- Northern Arizona Council of Governments NACOG
- Native American Community Health Center, Inc.
- Neighborhood Ministries
- Neighborhood Outreach Access to Health (NOAH)
- Nogales Community Development Corporation
- North Country Healthcare
- Northland Family Help Center
- Northland Pioneer College
- Nourish Phoenix
- Old Town Mission
- Phoenix Dream Center
- Phoenix Indian Center
- Pilgrim Rest Foundation
- Pima ARC College
- Regional Center for Border Health
- Rio Vista Center
- Sahuarita Food Bank

	<ul style="list-style-type: none"> • Salvation Army • Seniors Personal Assistance Corporation • Sunset Community Health • Tanner Community Development Corporation • Tempe Community Action Agency • Town of Guadalupe Community Action Program • Unlimited Potential • Valley Assistance Services • Wesley Community Centers Inc. • West Valley Health Equity • WACOG • WHEAT World Hunger Ecumenical Arizona Task-Force • Yavapai Community College
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Subrecipient TIN	860311619
Role of the Subrecipient	Subrecipient (Contractor) will produce and maintain targeted information materials and training presentations. Subrecipient (Contractor) will assist in communicating SNAP policy updates and resource information as well as obtaining pre-approval marketing material
Role of the State Agency	ADES will provide policy, data, and development support to Subrecipient's to create training curriculum and presentations. ADES will review and provide final approval of training material and SCP-generated marketing materials. ADES will ensure all SNAP related materials contain the appropriate funding credit and nondiscrimination statements and encourage the proper use of the SNAP logo. ADES will only approve materials that follow USDA/FNS guidelines.

Project Number	2 - Information Distribution and Client Education
State/ Subrecipient Funding Source(s)	<p>All funding under the Plan is sourced from the USDA/FNS fifty (50) percent reimbursement of reasonable, allowable, and necessary program expenditures.</p> <p>ADES retains a total of five (5) percent of the fifty (50) percent reimbursement to fund its program activity, Subrecipient retains five (5) percent of the reimbursement, and the remaining forty (40) percent is disbursed to SCPs. There are no state matching funds or other federal funds allocated to the Plan. SCPs source private dollars through fundraising efforts and are prohibited from requesting reimbursement for Plan expenditures paid with funds from other federal awards.</p>
Volunteers	<p>Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Volunteers under this project complete frontline activities such as providing information about the SNAP application process and benefits of participation. Volunteers may also create informational materials, conduct home visits, and complete administrative tasks. Volunteers, as with paid staff, must complete annual civil rights training and SNAP application assistance training modules. Volunteers and staff must have a confidentiality agreement on file with the SCP and comply with the agreement.</p>
Evaluation	<p>ADES will base the evaluation of this project on:</p> <ul style="list-style-type: none"> • The observation of reasonable efforts made to increase the number of clients who receive information about SNAP in SCP offices or at community engagement events; • The continuation of home visits made to potentially eligible, homebound clients; and <p>Subjective evidence of potentially eligible clients, under the impression that they or other members of their household do not qualify for SNAP, being educated on program benefits and requirement with subsequent enrollment in the program.</p>

Project Number	3 - Partnership Coordination
Goal	<p>Subrecipient (Contractor) will be provide to Subrecipient (CAA's) and SCPs with up-to-date training, technical assistance, program compliance monitoring, goal setting and accomplishment assistance, facilitation of networking meetings and site visits to identify areas of Subrecipient (CAA's) and SCP strength and improvement opportunities. New Subrecipient (CAA's) and SCPs will receive education on SNAP guidelines, monthly reporting requirements and guidance on reasonable, allowable, and necessary expenditures as well as allowable and non-allowable activities. Returning Subrecipient (CAA's) and SCPs will be provided with the same level of support as new Subrecipient (CAA's) and SCPs, as needed. Subrecipient (CAA's) and SCPs will receive reimbursement on approved expenditures in a timely manner. All SCPs will attend mandatory partnership orientation and monthly conference calls. Subrecipient (CAA's) and SCPs will report a minimum satisfaction rating of ninety (90) percent after attending a training or conference call.</p>
Target Audience	<p>Subrecipient (CAA's) and SCP program managers, financial staff, frontline staff, and supervisors, as well as nonparticipating agencies seeking information about participating in the Plan as an active SCP.</p>
Timeline	<p>October 1, 2023, through September 30, 2024</p>
Subrecipient	<p>Contractor October 1, 2023, through September 30, 2024, provides support and oversight for each SCP participating below:</p>

Subrecipient

- Adelante Healthcare
- Against Abuse
- Arizona Baptist Children's Services
- Arizona Justice Center
- Arizona State University Watts
- Arizona Women's Recovery Center
- Aster Aging
- AZCEND
- Catholic Community Services (Pio Decimo)
- Centers of Arizona
- Chandler Care Center
- Charity Staffing
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- Creighton Community Foundation
- Cultural Cup Food Bank
- Dress for Success Phoenix
- Empowerment Systems
- Father Matters
- Foothills Food Bank
- Greater Phoenix Urban League
- Helping Families in Need
- Interfaith Community Services
- International Sonoran Desert Alliance
- Live and Learn Program
- Lutheran Social Services of the Southwest
- Manzanita Outreach
- Maricopa County Community College District
- Mountain Park Health Center
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- Neighborhood Outreach Access to Health (NOAH)
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- North Country Healthcare
- Northland Family Help Center
- Northland Pioneer College
- Nourish Phoenix
- Old Town Mission
- Phoenix Dream Center
- Phoenix Indian Center
- Pilgrim Rest Foundation
- Pima ARC College
- Regional Center for Border Health
- Rio Vista Center
- Sahuarita Food Bank


	<ul style="list-style-type: none"> • Salvation Army • Seniors Personal Assistance Corporation • Sunset Community Health • Tanner Community Development Corporation • Tempe Community Action Agency • Town of Guadalupe Community Action Program • Unlimited Potential • Valley Assistance Services • Wesley Community Centers Inc. • West Valley Health Equity • WACOG • WHEAT World Hunger Ecumenical Arizona Task-Force • Yavapai Community College
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Description of Activity	<p>Subrecipient will maintain the partnership policy manual and issue updates as directed by ADES, provide initial review of SCP activity reports and reimbursement requests, maintain a mentorship system, and encourage all SCPs to participate as either mentors or mentees, review and revise as needed training curriculum modules one through six (i.e., SNAP training modules). Community Partner Certification Curriculum and continue production of new modules, develop content for and host mandatory monthly partnership calls in conjunction with ADES, conduct site visits at a minimum of 20 percent of returning SCPs and at all new SCPs, act as a liaison between SCPs and ADES when issues are raised that do not pertain to specific client cases and maintain connections to other state agencies to ensure the maximum amount of collaboration and information is provided to SCPs.</p> <p>Subrecipient is prohibited from viewing or storing client case information.</p>
Subrecipient	Contractor October 1, 2023, through September 30, 2024
Subrecipient TIN	860311619
Role of the Subrecipient	Subrecipient will conduct all activities as indicated in the Description of Activity section of this table.

Project Number	3 - Partnership Coordination
Role of the State Agency	<p>ADES will co-host and present SNAP information during mandatory monthly conference calls, collaborate and co-present with Subrecipient at partnership orientations to provide support and offer a question and answer session to enhance SCP SNAP knowledge, assist Subrecipient in resolving SCP issues involving ADES or USDA/FNS regulations, act as a direct liaison between SCPs and ADES client advocates to protect Subrecipient from unintentionally receiving confidential case information, accompany Subrecipient on site visits and during SCP recruitment activities on Subrecipient request and review and assist in the development of SCP training curriculum, modules and materials. ADES will assist Subrecipient in connecting to other divisions and work units within ADES and other state agencies as requested by Subrecipient. ADES will also provide a minimum of two live civil rights trainings via webinar to subrecipient.</p>
State/Subrecipient Funding Source(s)	<p>All funding under the Plan is sourced from the USDA/FNS fifty (50) percent reimbursement of reasonable, allowable, and necessary program expenditures.</p> <p>ADES retains a total of five (5) percent of the fifty (50) percent reimbursement to fund its program activity, Subrecipient retains five (5) percent of the reimbursement, and the remaining forty (40) percent is disbursed to SCPs. There are no state matching funds or other federal funds allocated to the Plan. SCPs source private dollars through fundraising efforts and are prohibited from requesting reimbursement for Plan expenditures paid with funds from other federal awards.</p>
Volunteers	<p>Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Volunteer duties under this project consist of attending annual civil rights training, completing application assistance training modules and, at the SCP's discretion, participating in the annual partnership orientation.</p>

Project Number	3 - Partnership Coordination
Evaluation	<p data-bbox="401 182 1024 218">ADES will consider this project successful when:</p> <ul data-bbox="401 289 1490 1104" style="list-style-type: none"><li data-bbox="401 289 1386 415">• SCPs report that they are satisfied with the training and support received from Subrecipient at a rate of at least 90 percent of post-event survey respondents;<li data-bbox="401 464 1393 590">• Errors and omissions in SCP-generated informational materials are identified by Subrecipient prior to forwarding to ADES for final review at a rate of at least 95 percent of items submitted;<li data-bbox="401 638 1484 764">• Subrecipient has conducted site visits to include, at a minimum, 20 percent of SCPs that are at least in their second year of Plan participation and 100 percent of SCPs in their first year of participation;<li data-bbox="401 812 1490 848">• ADES has conducted 10 site visits to SCPs currently participating in the program;<li data-bbox="401 896 1468 974">• 100 percent of SCP frontline staff, supervisors, and volunteers complete annual civil rights training; and<li data-bbox="401 1022 1235 1100">• 100 percent of SCP application assistors complete the SNAP training modules.

Project Number	1-3: Partnership Collaboration
Goal	ADES will partner with the subrecipient to determine where further SCP expansion can occur for the enrollment of interested organizations through the state.
Target Audience	Potentially eligible vulnerable populations throughout Arizona
Timeline	October 1, 2023, through September 30, 2024
Description of Activity	ADES will plan to expand access to DES programs for harder to serve populations by leveraging statewide partnerships with Arizona Community Action Agencies (CAAs) as physical and virtual no-wrong door access points. CAAs will be trained to conduct outreach, perform needs assessments, identify available resources, and provide direct application assistance to remove barriers to apply.

Project Number	1-3 - Partnership Collaboration
Subrecipient	Contractor October 1, 2023, through September 30, 2024
Subrecipient TIN	860311619
Role of the Subrecipient	Subrecipient will recruit agencies in underserved communities, maintain MOUs with enrolled SCPs, offer financial oversight, pass through federal reimbursement funds, maintain current SCP SNAP training curriculum, develop additional training materials, and provide training and technical assistance to SCPs requiring such support.
Role of the State Agency	ADES through continuous internal collaboration will establish additional support to current SCPs within rural locations through the DOTS program. While establishing where DOTS may be best suited, ADES will partner with subcontractor to determine further SCP enrollment to organizations that demonstrate interest in the focused counties.
State/ Subrecipient Funding Source(s)	All funding under the Plan is sourced from the USDA/FNS fifty (50) percent reimbursement of reasonable, allowable, and necessary program expenditures. ADES retains a total of five (5) percent of the fifty (50) percent reimbursement to fund its program activity, Subrecipient retains five (5) percent of the reimbursement, and the remaining forty (40) percent is disbursed to SCPs. There are no state matching funds or other federal funds allocated to the Plan. SCPs source private dollars through fundraising efforts and are prohibited from requesting reimbursement for Plan expenditures paid with funds from other federal awards.
Volunteers	Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  Volunteers under this project complete frontline activities such as assistance with applications, submitting verification documents and contacting ADES for the eligibility interview. Volunteers, as with paid staff, must complete annual civil rights training and SNAP application assistance training modules. Volunteers must have a confidentiality agreement on file with the SCP and comply with the agreement.

Project Number	4 – Partnership Collaboration
Evaluation	<p data-bbox="370 191 1471 275">ADES will consider this project successful when identified areas of need experience a decrease in food insecurity rates. A successful outcome is achieved when:</p> <ul data-bbox="370 321 1544 926" style="list-style-type: none"><li data-bbox="370 321 1276 401">• SNAP participation growth in identified counties outpaces growth in lower poverty counties by a reasonable margin; or<li data-bbox="370 447 1333 527">• Participation in high poverty counties increases or remains stable, while lower poverty counties experience a participation decrease.<li data-bbox="370 573 1544 753">• SCPs will provide monthly reports to subrecipient that identify SNAP outreach activity: Number of applications, number of screenings, and assistance with applications. These are collected and shared with ADES each month; in addition, subrecipient will provide quarterly and annual reports to ADES.<li data-bbox="370 800 1544 926">• Tracking of agency capability through comparing monthly reports with the initial application assistance goals of the SCPs (as indicated in their partnership applications) and providing technical assistance as needed.

Non-Reimbursable Activities

SCPs may not request reimbursement for expenditures related to any of the following activities:

- Recruiting designed to persuade a client to apply for SNAP benefits after the client has made an informed decision not to apply;
- Placing radio, television, and billboard advertisements that promote SNAP benefits and enrollment;
- Establishing or working under any agreements with foreign governments designed to promote SNAP benefits and enrollment;
- Authorizing retailers for Electronic Benefits Transaction card acceptance;
- Performing activities that solely benefit programs other than SNAP;
- Acting as an authorized representative for applying, receiving SNAP benefits at issuance or food purchasing; and
- Transporting clients to or from an ADES local eligibility office or providing tokens, vouchers, or similar items for transportation of clients to or from the local office.

Unallowable Activities

SCPs may not complete any of the following activities, regardless of the funding source supporting the function:

- Compensating staff based on the number of people who apply for SNAP as a result of that worker's efforts; and
- Interfering during the certification interview or at other times to campaign on behalf of specific clients.

Budget Summary - All Projects (please see attachment)

INSTRUCTIONS FOR USE: Enter your state name under "Table 7: Line Item Budget Summary". DO NOT TYPE ANYWHERE ELSE ON THIS SPREADSHEET. Each box contains a formula to automatically calculate all summaries for you. Typing in the boxes will erase the formula. DO NOT RENAME ANY TABS.

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Table 7: Line Item Budget Summary
ARIZONA

Special Instructions	Expenses	Non-Federal Funds				Federal funds	Total Funds	DO NOT TYPE IN THESE COLUMNS	
		(a) Public Cash	(b) public in-kind	(c) Private Cash	(d) d=a+b+c total non-federal	(e) Federal Funds	(f) f=d+e Total Funds		
	(k) Personnel (Salary and benefits)	\$4,218,145	\$0	\$0	\$4,218,145	\$4,218,145	\$8,436,290	\$8,436,290	correct
Other Direct Costs									
	(h) Copying, Printing, materials	\$119,187	\$0	\$0	\$119,187	\$119,187	\$238,374	\$238,374	correct
	(i) Internet/Telephone	\$10,979	\$0	\$0	\$10,979	\$10,979	\$21,958	\$21,958	correct
	(j) Equipment and Other Capital expenditures	\$11,824	\$0	\$0	\$11,824	\$11,824	\$23,648	\$23,648	correct
	(k) Supplies and Non Capital Expenditures	\$79,703	\$0	\$0	\$79,703	\$79,703	\$159,406	\$159,406	correct
	(l) Building/Space	\$268,924	\$0	\$0	\$268,924	\$268,924	\$537,848	\$537,848	correct
	(m) Other	\$135,489	\$0	\$0	\$135,489	\$135,489	\$270,978	\$270,978	correct
	(n) n=h+i+j+k+l+m Subtotal Other direct costs	\$626,106	\$0	\$0	\$626,106	\$626,106	\$1,252,212	\$1,252,212	correct
Travel									
	(o) Long Distance	\$22,791	\$0	\$0	\$22,791	\$22,791	\$45,582	\$45,582	correct
	(p) Local	\$160,921	\$0	\$0	\$160,921	\$160,921	\$321,842	\$321,842	correct
	(q) q=o+p Subtotal travel	\$183,712	\$0	\$0	\$183,712	\$183,712	\$367,424	\$367,424	correct
	(r) Contractual	\$688,260	\$0	\$0	\$688,260	\$688,260	\$1,376,520	\$1,376,520	correct
	(s) s=g+n+q+r Total Personnel, Direct Costs, Travel, and contractual	\$5,716,223	\$0	\$0	\$5,716,223	\$5,716,223	\$11,432,446	\$11,432,446	correct
	(t) t=IDC% x s indirect cost	\$582,844	\$0	\$0	\$582,844	\$582,844	\$1,165,689	\$1,165,689	correct
	(u) u=s+t TOTAL	\$6,299,067	\$0	\$0	\$6,299,067	\$6,299,067	\$12,598,135	\$12,598,135	correct
		\$6,299,067	\$0	\$0	\$6,299,067	\$6,299,067	\$12,598,135	\$12,598,135	correct

Project 00 - DES & Wildfire combined budget

Table 7: Line Item Budget Summary
STATE AGENCY (Project 00)

Special Instructions	Expenses	Non-Federal Funds				Federal funds	Total Funds	DO NOT TYPE IN THESE COLUMNS	
		(a)	(b)	(c)	(d)	(e)	(f)		
		Public Cash	public in-kind	Private Cash	d=a+b+c total non-federal funds	Federal Funds	f=d+e Total Funds		
	(g) Personnel (Salary and benefits)	\$713,270			\$713,270	\$713,270	\$1,426,539	\$1,426,539	correct
Other Direct Costs									
Please type a zero (0) in any empty boxes.	(h) Copying, Printing, materials	\$72,550			\$72,550	\$72,550	\$145,100	\$145,100	correct
	(i) Internet/Telephone	\$2,400			\$2,400	\$2,400	\$4,800	\$4,800	correct
	(j) Equipment and Other Capital expenditures	\$0			\$0	\$0	\$0	\$0	correct
	(k) Supplies and Non Capital Expenditures	\$5,000			\$5,000	\$5,000	\$10,000	\$10,000	correct
	(l) Building/Space	\$25,000			\$25,000	\$25,000	\$50,000	\$50,000	correct
	(m) Other	\$125,362			\$125,362	\$125,362	\$250,724	\$250,724	correct
DO NOT TYPE IN THIS ROW	(n) n=h+i+j+k+l+m Subtotal Other direct costs	\$230,312	\$0	\$0	\$230,312	\$230,312	\$460,624	\$460,624	correct
Travel									
	(o) Long Distance	\$12,500			\$12,500	\$12,500	\$25,000	\$25,000	correct
	(p) Local	\$10,000			\$10,000	\$10,000	\$20,000	\$20,000	correct
DO NOT TYPE IN THIS ROW	(q) q=o+p Subtotal travel	\$22,500	\$0	\$0	\$22,500	\$22,500	\$45,000	\$45,000	correct
	(r) Contractual	\$145,000			\$145,000	\$145,000	\$290,000	\$290,000	correct
DO NOT TYPE IN THIS ROW	(s) s=g+n+q+r Total Personnel, Direct Costs, Travel, and contractual	\$1,111,082	\$0	\$0	\$1,111,082	\$1,111,082	\$2,222,163	\$2,222,163	correct
Change "xx%" to actual ICR% in box C21. DO NOT TYPE IN ANY OTHER BOXES IN THIS ROW	(t) t=IDC% x s Indirect cost 10.42%	\$148,731			\$148,731	\$148,731	\$297,462	\$297,462	correct
DO NOT TYPE IN THIS ROW	(u) u=s+t TOTAL	\$1,259,813	\$0	\$0	\$1,259,813	\$1,259,813	\$2,519,625	\$2,519,625	correct
DO NOT TYPE IN THESE ROWS		\$1,259,813 correct	\$0 correct	\$0 correct	\$1,259,813 correct	\$1,259,813 correct	\$2,519,625 correct		

Project 2 - 33% split of overall budget

Table 7: Line Item Budget Summary									
PROJECT TITLE (Project 2)									
Special Instructions	Expenses	Non-Federal Funds				Federal funds	Total Funds	DO NOT TYPE IN THESE COLUMNS	
		(a) Public Cash	(b) public in-kind	(c) Private Cash	(d) d=a+b+c total non-federal funds	(e) Federal Funds	(f) f=d+e Total Funds		
	(g) Personnel (Salary and benefits)	\$1,156,609			\$1,156,609	\$1,156,609	\$2,313,218	\$2,313,218	correct
Other Direct Costs									
Please type a zero (0) in any empty boxes.	(h) Copying, Printing, materials	\$15,390			\$15,390	\$15,390	\$30,780	\$30,780	correct
	(i) Internet/Telephone	\$2,831			\$2,831	\$2,831	\$5,662	\$5,662	correct
	(j) Equipment and Other Capital expenditures	\$3,902			\$3,902	\$3,902	\$7,803	\$7,803	correct
	(k) Supplies and Non Capital Expenditures	\$24,652			\$24,652	\$24,652	\$49,303	\$49,303	correct
	(l) Building/Space	\$80,495			\$80,495	\$80,495	\$160,989	\$160,989	correct
	(m) Other	\$3,342			\$3,342	\$3,342	\$6,683	\$6,683	correct
DO NOT TYPE IN THIS ROW	(n) n=h+i+j+k+l+m Subtotal Other direct costs	\$130,611	\$0	\$0	\$130,611	\$130,611	\$261,221	\$261,221	correct
0									
	(o) Long Distance	\$3,396			\$3,396	\$3,396	\$6,791	\$6,791	correct
	(p) Local	\$49,804			\$49,804	\$49,804	\$99,609	\$99,609	correct
DO NOT TYPE IN THIS ROW	(q) q=o+p Subtotal travel	\$53,200	\$0	\$0	\$53,200	\$53,200	\$106,400	\$106,400	correct
	(r) Contractual	\$179,276			\$179,276	\$179,276	\$358,552	\$358,552	correct
DO NOT TYPE IN THIS ROW	(s) s=g+n+q+r Total Personnel, Direct Costs, Travel, and contractual	\$1,519,695	\$0	\$0	\$1,519,695	\$1,519,695	\$3,039,391	\$3,039,391	correct
Change "xx%" to actual ICR% in box C21. DO NOT TYPE IN ANY OTHER BOXES IN THIS ROW	(t) t=IDC% x s Indirect cost	9.39% \$143,258			\$143,258	\$143,258	\$286,516	\$286,516	correct
DO NOT TYPE IN THIS ROW	(u) u=s+t TOTAL	\$1,662,953	\$0	\$0	\$1,662,953	\$1,662,953	\$3,325,907	\$3,325,907	correct
	DO NOT TYPE IN THESE ROWS	\$1,662,953 correct	\$0 correct	\$0 correct	\$1,662,953 correct	\$1,662,953 correct	\$3,325,907 correct		

Project 3 - 34% split of overall budget

Table 7: Line Item Budget Summary									
PROJECT TITLE (Project 3)									
Special Instructions	Expenses	Non-Federal Funds				Federal funds	Total Funds	DO NOT TYPE IN THESE COLUMNS	
		(a) Public Cash	(b) public in-kind	(c) Private Cash	(d) d=a+b+c total non-federal funds	(e) Federal Funds	(f) f=d+e Total Funds		
	(g) Personnel (Salary and benefits)	\$1,191,658			\$1,191,658	\$1,191,658	\$2,383,315	\$2,383,315	correct
Other Direct Costs									
Please type a zero (0) in any empty boxes.	(h) Copying, Printing, materials	\$15,857			\$15,857	\$15,857	\$31,713	\$31,713	correct
	(i) Internet/Telephone	\$2,917			\$2,917	\$2,917	\$5,834	\$5,834	correct
	(j) Equipment and Other Capital expenditures	\$4,020			\$4,020	\$4,020	\$8,040	\$8,040	correct
	(k) Supplies and Non Capital Expenditures	\$25,399			\$25,399	\$25,399	\$50,797	\$50,797	correct
	(l) Building/Space	\$82,934			\$82,934	\$82,934	\$165,868	\$165,868	correct
	(m) Other	\$3,443			\$3,443	\$3,443	\$6,886	\$6,886	correct
DO NOT TYPE IN THIS ROW	(n) n=h+i+j+k+l+m Subtotal Other direct costs	\$134,569	\$0	\$0	\$134,569	\$134,569	\$269,137	\$269,137	correct
Travel									
	(o) Long Distance	\$3,499			\$3,499	\$3,499	\$6,997	\$6,997	correct
	(p) Local	\$51,313			\$51,313	\$51,313	\$102,627	\$102,627	correct
DO NOT TYPE IN THIS ROW	(q) q=o+p Subtotal travel	\$54,812	\$0	\$0	\$54,812	\$54,812	\$109,624	\$109,624	correct
	(r) Contractual	\$184,708			\$184,708	\$184,708	\$369,417	\$369,417	correct
DO NOT TYPE IN THIS ROW	(s) s=g+n+q+r Total Personnel, Direct Costs, Travel, and contractual	\$1,565,747	\$0	\$0	\$1,565,747	\$1,565,747	\$3,131,494	\$3,131,494	correct
Change "xx%" to actual ICR% in box C21. DO NOT TYPE IN ANY OTHER BOXES IN THIS ROW	(t) t=ICR% x s Indirect cost	9.39%	\$147,599		\$147,599	\$147,599	\$295,198	\$295,198	correct
DO NOT TYPE IN THIS ROW	(u) u=s+t TOTAL	\$1,713,346	\$0	\$0	\$1,713,346	\$1,713,346	\$3,426,692	\$3,426,692	correct
	DO NOT TYPE IN THESE ROWS	\$1,713,346 correct	\$0 correct	\$0 correct	\$1,713,346 correct	\$1,713,346 correct	\$3,426,692 correct		

Budget Review Methodology (38)

ADES received FFY 2023 Plan participation applications from sixty-two (62) agencies. Budget projections were evaluated and approved according to guidance and requirements set forth by Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations (2 CFR § 200), United States Department of Agriculture State Plan Guidance issued July 2017 and ADES program policy.

All approved administrative costs have been determined to be reasonable, allowable, and necessary. Individual SCP itemized service budgets and staffing details are included in the Agency Service Budgets tab of the accompanying FFY 2024 Informational Workbook. All SCP application documents, including individual SCP budget narratives, are kept on file with ADES and available for review.

Personnel (Salary and Benefits)

Staff wages and benefits are set on a reasonable hourly basis in line with the duties being performed for SNAP access and information operations (see Attachment 1, ADES Policy Memo # PM 15-03 – Staff Wages and Benefits Allowable Cost Policy). All staffing budgets must be calculated on the percentage of time allocated to SNAP activities, and SCP budget narratives must explain the SNAP activities to be performed. SCPs are prohibited from compensating staff based upon the number of applications submitted or the number of clients completing an integrated application. All SCPs must provide additional justification for staff with time allocated to more than 50 percent SNAP activity. SCP staff track time spent on allowable SNAP activities via ADES approved electronic or paper tracking forms.

Calculation Method

(Total Annual Cash Compensation + Employee Related Expense Rate) = Total
Compensation (Total Compensation) X (SNAP Activity Percentage) = SNAP Salary

Total SNAP Cost for this Line Item: **\$4,218,145.00**

Copying/Printing/Materials

Expenses in the Copying/Printing/Materials line item consist of costs related to the in-house and outsourced production of SNAP informational material such as flyers, newsletters, pamphlets, brochures, and newspaper advertisements. All informational material produced with the support of USDA funding must contain the current USDA/FNS-approved nondiscrimination and funding statements. SCPs are prohibited from requesting

reimbursement for expenditures on radio, television, and billboard advertisements in accordance with § 4018 of the Agricultural Act of 2014 (Pub. L. 113-79).

Calculation Method

(Number of Items X Item Cost X Frequency X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: **\$119,187.00**

Internet/Telephone

Expenses in the Internet and Telephone line item consist of costs related to cellular phone monthly charges, desk phone (i.e., landline) monthly charges, and Internet connectivity monthly charges. Internet connectivity can refer to Internet connections delivered to the SCP through physical means such as cabled networks or through wireless devices such as mobile hotspots.

ADES determines the maximum allowable cost of cellular phone and mobile device plans by considering the features of the device (see Attachment 2, ADES Policy Memo # PM 15-01 – Cell

Phone and Data Plan: Allowable Use and Cost Policy). Smart phones and mobile hotspot devices are capped at a maximum reimbursement of \$50.00 per device per month, and mobile phones without smart features or hotspot capability are capped at a maximum of \$25.00 per device per month.

Calculation Method

For cellular phones and mobile hotspots:

(Number of Devices X Monthly Charge X 12 Months X SNAP Activity Percentage) =

SNAP Cost For cabled Internet connections and landline service:

(Monthly Charge X 12 Months X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: **\$10,979.00**

Equipment and Other Capital Expenditures

Total SNAP Cost for this Line Item: **\$11,823.00**

Supplies and Non-Capital Expenditures

Expenses in the Supplies and Non-Capital **Expenditures** line item consist of costs associated with the purchase of computing devices such as laptops, printers and scanners and supplies used during SCP SNAP access and information operations. Examples of supplies allocated to this line item include pens, pencils, paperclips, files, folders, business cards and notepads. All SCP computing device expenditures must be approved by ADES and evidenced by a sales receipt. SCPs must provide a copy of the sales receipt to ADES. Reinforcement items purchased with program funds must have a direct relationship to program directives and are capped at a maximum value of \$5.00 per item. Reinforcements may not be used to incentivize clients to apply for benefits and must be of an educational or informational nature. SCPs are prohibited from purchasing the following items as reinforcements:

- Commemorative items;
- Food;
- Items for staff;
- Items that cost more than \$5.00;
- Items intended as rewards for prescreening or completing an application;
- Items used to incentivize potentially eligible people to apply for benefits;
- Items with no outreach messages; and
- Unreasonable or unnecessary items.

SCPs are encouraged to avoid reinforcements resembling food items to aid in the prevention of potential problems caused by children accidentally ingesting the items.

Calculation Method

(Number of Items X Item Cost X Frequency (if applicable) X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: **\$79,702.00**

Building/Space

Expenses in the Building/Space line item are based upon the percentage of square footage (ft²) used for SNAP access and information operations. SCPs requesting reimbursement under this line item must calculate projected expenses in accordance with § 4.17 of the United States Department of Agriculture State Plan Guidance issued July 2017. SCPs may not apply a use allowance to projections, nor include building/space expenditures as both a direct and indirect cost. All calculations involving staff are based on full-time equivalency.

(FTE). For example, a colleague who works 40 hours per week and spends half the time at one location and half the time at a second location would count as one-half FTE for each location. Staff salaries are not factored into the calculation for this line item. When the SCP rents the occupied space from another entity, rent is the principle occupancy cost on which the SCP claims reimbursement.

When the SCP owns the occupied space, building-related costs are the principle occupancy costs on which the SCP claims reimbursement.

Calculation Method

$(\text{Total ft}^2 \text{ Occupied by All Staff} \times (\text{On-Site SNAP Staff} \div \text{Total On-Site Staff})) = \text{Base ft}^2$ (Base ft² X Average On-

Site Staff SNAP Percentage) = ft² Chargeable to SNAP

$(\text{Annual Rent or Building-Related Costs} \times (\text{ft}^2 \text{ Chargeable to SNAP} \div \text{Total ft}^2 \text{ Occupied by All Staff})) = \text{SNAP Cost}$

Total SNAP Cost for this Line Item: **\$268,923.00**

Other

Expenses in the Other line item consist of costs associated with expenditures that cannot be allocated to a different direct cost category or to indirect costs. In general, Arizona SCPs allocates the allowable, reasonable, and necessary costs of professional memberships, dues and subscriptions and costs associated with outsourced services such as information technology support and accounting. SCPs may also charge other costs to this line item as long as the costs are determined to be reasonable, allowable

and necessary and are not obviously allocable to an alternative direct cost category.

Calculation Method

$(\text{Number of Items} \times \text{Item Cost} \times \text{Frequency} \times \text{SNAP Activity Percentage}) = \text{SNAP Cost}$

Total SNAP Cost for this Line Item: **\$135,488.00**

Long Distance (Out-of-State) Travel

Expenses in the Long-Distance Travel line item consist of costs associated with travel to training and conferences outside of Arizona. SCPs must itemize out-of-state travel expenses.

Additionally, SCPs must provide a copy of the training or conference agenda to ADES for review. ADES determines the percentage of SNAP activity allocable to the training or conference based on the agenda. Mileage expenses for out of state travel are reimbursed according to IRS guidelines. The current IRS mileage reimbursement rate for business travel is \$0.575 per mile. SCPs must comply with current fiscal year per diem rates as published by the United States General Services Administration (see Attachment 3, ADES Policy Memo # PM 15-02 – Travel Allowable Cost Policy

Calculation Method

(Itemized Expense X Number of Staff Travelling X Frequency X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: \$22,790.00

Local (In-State) Travel

Expenses in the Local Travel line item consist of costs associated with business-related travel inside of Arizona and costs related to registration and lodging for Contractor's annual conference. All claims in this line item are subject to Arizona's maximum reimbursement rates for state employees (see Attachment 3, ADES Policy Memo # PM 15-02 – Travel Allowable Cost Policy). In-state business miles are reimbursed at a rate of **\$0.575 per mile**. The maximum lodging and meal reimbursements are based on the traveler's destination. When claiming multiple types of expenses in this line item, SCPs must itemize the expenses as they would for the Long-Distance Travel line item.

Calculation Method

For mileage expenses: (Number of Round-Trip Business Miles Traveled per Trip X Number of Trips X SNAP Activity Percentage X 0.575) = SNAP Cost

For expenses other than mileage:

(Itemized Expense X Number of Staff Travelling X Frequency X SNAP Activity Percentage) = SNAP

Cost Total SNAP Cost for this Line Item: **\$160,922.00**

Contractual

Expenses in the Contractual line item consist of cost associated with outsourced services. In general, SCPs allocate the costs of accounting services, contract staff, web hosting and information technology support to this line item.

Calculation Method

(Combined Cost of the Services per Month X 12 Months X SNAP Activity Percentage) =

SNAP Cost Total SNAP Cost for this Line Item: **\$688,260.00**

Indirect Costs

SCPs electing to use the de minimis Indirect Cost Rate (ICR) may do so without the provision of an ICR agreement and must justify the allocation of traditionally indirect expenditures to a direct cost line item.

SCPs with a federally approved ICR must provide a copy of the agreement to ADES. SCPs without a federal ICR agreement may choose to allocate all expenses to direct costs and forego the use of an ICR. ADES allows only approved SNAP access and information administrative expenses to be factored into the ICR calculation. See the Agency Program Budgets tab of the accompanying FFY 2023 SCP Informational Workbook for a listing of SCP indirect cost information. See Attachment 4 – Indirect Cost Details and Agreements for a table of SCP indirect cost details and copies of federally negotiated ICR agreements.

Calculation Method

(SCP Modified Total Direct Program Costs *or* SCP ICR base expenditures X ICR) = SNAP Cost

Total SNAP Cost for this Line Item: **\$582,846.00**

1. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
X	The State SNAP agency is accountable for the content of the State outreach plan and will provide oversight of any sub-grantees.
X	The State SNAP agency is fiscally responsible for outreach activities funded under the Plan and is liable for repayment of unallowable costs.
X	Outreach activities are targeted to those potentially eligible for benefits.
X	Cash or in-kind donations from other non-federal sources have not been claimed or used as a match or reimbursement under any other federal program.
X	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
X	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
X	Contracts are procured through competitive bid procedures governed by State procurement regulations.
X	Program activities are conducted in compliance with all applicable federal laws, rules and regulations including Civil Rights and OMB regulations governing cost issues.
X	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
X	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

By signature on the cover page of this document, the state SNAP agency director and financial representative certify that the above assurances are met.

Signature: 

Email: jmorley@azdes.gov

X

Name,
Title/Agency

Jeffrey W. Morley, DBME Assistant Director

4. Attachments

Attachment 1 – Policy Memo #15-03 – SNAP Wages and Benefits Allowable Cost Policy

Policy Memo # PM 15-03 – Staff Wages and Benefits Allowable Cost Policy Program: Supplemental Nutrition Assistance Program (SNAP) Community Partnership

Effective Date: 10/01/2014

Issue Date: 10/01/14

Revised Date: 2/23/2015

This Policy Memo is being issued to inform SNAP Community Partners of allowable cost for salaries and benefits of personnel that directly support planning and implementation of the activities in the State SNAP Information and Application Assistance Plan. All costs must be allowable, reasonable, and necessary.

A. Reasonable Costs are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. Necessary Costs are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. Allowable Activities:

- Salaries and benefits for personnel that directly support planning and implementation of the activities outlined in the State SNAP Outreach and Information Plan.
- Organizations should refer to their individual scope of work for allowable activities.
- See USDA SNAP Outreach Plan Guidance for further clarification of allowable activities.

D. Staff Wages and Benefits:

- Staff wages and benefits are set on a reasonable hourly basis in line with the duties being performed for the outreach plan, or the Federal minimum hourly wages established by the United States Department of Labor.
- Their benefits and wages and percentage must relate directly to the outreach task they perform.
- Staff time claimed for outreach/application assistance cannot be used as a reimbursement item for any other Federal grant.

E. Multiple Fund Sources and Multiple Program Objectives:

- All organizations' Personnel Staffing Budgets must be based on the percent of time allocated to SNAP activities and require justification in the budget narrative for anticipated allocation of time.
- Organizations whose primary purpose is to support their community with food security are more likely to have positions where 100 percent of personnel cost would support SNAP outreach and applications assistance.
- Organizations whose primary purpose is healthcare related might require additional justification for positions allocating more than 50 percent of their time spent on conducting SNAP outreach and application assistance.

Request for exception to Policy Memo #PM 15-03 – Staff Wages and Benefits Allowable Cost Policy:

1. Explain the reason for your request (justification). The explanation must be clearly stated and provide sufficient information with which to fully evaluate the request.
2. Include each job description for staff whom you are requesting an increase in cost allocation.
 - a. Costs must be reasonable, necessary, and allowable.
3. Provide documentation that should include historical data;
 - a. A time and activity tracker or time study of activities documenting percentage of time staff is engaged in SNAP related tasks.
 - At a minimum one month of data, showing the percentage of time related to the duties outlined in the job description and scope of work and or;
 - Data showing the percentage of applications that your organization assisted in which the customer applied for SNAP.

Submit the Request for Exception to Contractor for approval. If the exception is approved, then submit a revised:

1. Budget Narrative
2. Staffing Budget
3. Line-item Budget

Attachment 2 – Policy Memo #15-01 – Cell Phone and Data Plan: Allowable Use and Cost Policy

Policy Memo #PM 15-01 – Cell Phone and Data Plan: Allowable Use and Cost Policy Program:
Supplemental Nutrition Assistance Program (SNAP) Community Partnership Effective Date: 10/01/2014

Issue Date: 09/30/14

Revised Date: 12/11/2014

This Policy Memo is being issued to inform SNAP Community Partners of allowable cost related to cell phone and data plan use. All costs must be allowable, reasonable, and necessary.

A. Reasonable costs are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. Necessary costs are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. Allowable Activities:

1. Cell phone usage is an allowable cost when travelling to remote locations where landline service is not available.

- Cell phone use is allowable when used to support activities such as:
 - Contacting ADES eligibility interview or questions regarding case status.
 - Scheduling appointments for SNAP application.
 - Follow-up with applicants regarding SNAP application.

Note: Justification is required when requesting multiple cell phones.

2. Mobile Hotspot: A small personal device that creates a small area of Wi-Fi coverage allowing nearby Wi-Fi devices to connect to the Internet. In other words, the device serves as a link between nearby Wi-Fi devices and a cellular data network.

- Used for Internet access on laptop to support activities such as:
 - Submitting application online via Health-e-Arizona PLUS (HEAplus)
 - Upload documents to HEAplus
 - Locating verification documents
 - Accessing SNAP eligibility prescreening tools such as ArizonaSelfHelp

D. Cost:

The following table provides the maximum cost a partner organization may invoice for each month.

Type of Plan	Maximum Allowable Monthly Cost
Phone – Voice only	\$25 per month
Smartphone – Voice and Data	\$50 per month
Mobile Hotspot, Wi-Fi, or modem	\$50 per month

Request for exception to # PM 15-01 – Cell Phone and Data Plan: Allowable Use and Cost Policy:

1. Explain the reason for your request (justification). The explanation must be clearly stated and provide enough information with which to fully evaluate the request.
2. Include job description for staff for whom you are requesting an increase in the costs related to cell phone and data plans and or multiple cell phones.
 - a. Costs must be reasonable, necessary, and allowable.
3. Provide documentation that should include historical data;
 - a. A time and activity tracker or time study of activities documenting percentage of time cell phones and or data plans/Hotspots are necessary for staff to accomplish SNAP related tasks.
 - b. At a minimum one month of data, showing the percentage of time used related to the duties outlined in the job description and scope of work.

Submit the Request for Exception to Contractor for approval. If the exception is approved, then submit a revised:

1. Budget Narrative
2. Staffing Budget
3. Line-Item Budget

Attachment 3 – Policy Memo # PM 15-02 – Travel Allowable Cost Policy

Policy Memo #PM 15-02 – Travel Allowable Cost Policy

Program: SNAP and

TEFAP Effective

Date: 10/01/2014

Issue Date: 09/30/14

This Policy Memo is being issued to inform SNAP Community Partners and TEFAP Regional Food Banks of the allowable cost related to in-state and out-of-state travel when reimbursement is being requested from ADES Coordinated Hunger Relief Program. All costs must be allowable, reasonable, and necessary.

A. **Reasonable costs** are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. **Necessary costs** are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. **Allowable activities:**

1. In-State Travel: Travel within the state of Arizona is subject to State Reimbursement Rates. Mileage will not be reimbursed in excess of the state personal vehicle mileage reimbursement.

- The mileage reimbursement rate is \$.575 per mile.
- A traveler may claim reimbursement for business-related miles traveled in a personal vehicle.
- Mileage will not be reimbursed in excess of the state personal vehicle mileage reimbursement.
- Reimbursement for mileage is allowable for business-related miles but not for commuting miles.
- Commuting is travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not reimbursable. Commuting expenses are not reimbursable no matter how far the residence is from the regular duty post (work location). This would include travel from personal residence to various sites as part of regular duty. (For examples, see Business Miles versus Commuting Miles attachment)

Hotel/Per Diem

Lodging will not be reimbursed in excess of the state per diem rates: See the attached Supplemental I Maximum Transportation and Meal Reimbursement Rates document.

2. Out-of-State Travel:

- Travel outside of the State of Arizona is subject to federal reimbursement rates. Maximum allowable Per Diem rates for lodging and meals can be obtained from the GSA U.S. General Services Administration website <http://www.gsa.gov/portal/content/104877>.

3. Conference fees and related travel expenses must be justified and reasonable. The conference or training must have a direct link to the planning and implementation of the activities in the State SNAP Outreach Plan.

IMPORTANT

Prior approval is required for all reimbursement requests related to conference and training attendance. Partners must submit conference/training agenda in advance of the event when reimbursement is being requested from ADES Coordinated Hunger Relief Program.

Attachment 4 – Indirect Cost Rate Details and Agreements

SCP Agency Name	Indirect Cost Rate	Indirect Cost Rate Agreement Authority*
Adelante	10%	ADES
Against Abuse	10%	ADES
AZ Women's Recovery	10%	ADES
Aster Aging	10%	ADES
AZCEND	10%	ADES
Catholic Community Services of Southern AZ – Pio Decimo	10%	ADES
Chandler CARE Center	10%	AZED
Chicanos Por La Causa (CPLC)	16.10%	HHS
Community Food Bank of Southern Arizona	10%	ADES
Dress for Success - Phoenix	10%	ADES
Empowerment Systems	10%	ADES
Father Matters	10%	ADES
Foothills Food Bank and Resource Center	10%	ADES
Greater Phoenix Urban League	10%	ADES
Helping Families in Need	10%	ADES
Interfaith Community Services	10%	ADES
International Sonoran Desert Alliance	10%	ADES
Live and Learn Program	10%	ADES
Lutheran Social Services of the Southwest	10%	ADES
Manzanita Outreach	10%	ADES
Maricopa Community College	26%	ADES
Mountain Park Health Center	24%	ADES

Native Health	26%	HHS
Neighborhood Ministries	10%	ADES
Neighborhood Outreach Access to Health - NOAH	10%	ADES
Nogales Community Development Corporation	20.12%	HUD
North Country Healthcare	22.70%	HHS
Northland Pioneer College	10%	ADES
Nourish PHX (ICM Food & Clothing Bank)	10%	ADES
Old Town Mission	10%	ADES
Phoenix Dream Center	10%	ADES
Phoenix Indian Center	11.13%	DOL
Regional Center for Border Health	10%	ADES
Rio Vista Center	10%	ADES
Sahuarita Food Book	10%	ADES
Sunset Health	10%	ADES
Tanner Community Development Corporation	10%	ADES
Tempe Community Action Agency	10%	ADES
Unlimited Potential	10%	ADES
Valley Assistance Services	10%	ADES
Wesley Community Centers Inc.	10%	ADES
West Valley Health Equity	10%	ADES
Yavapai Community College	26%	ADES

***Indirect Cost Rate Agreement Authority Key**

ADES	Department of Economic Security under the authority of 2 C.F.R. § 200.414 (f)
AZED	Department of Education under the authority of the United States Department of Education
DOL	United States Department of Labor
HHS	United States Department of Health and Human Services
HUD	United States Department of Housing and Urban Development

Chicanos Por La Causa ICR Agreement

NONPROFIT RATE AGREEMENT

EIN: 86-0227210

DATE: 06/29/2020

ORGANIZATION:

FILING REF.: The preceding agreement was dated 06/06/2016

Chicanos Por La Causa
1112 East Buckeye Road
Phoenix, AZ 85034-4043

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2018	06/30/2019	16.10	All	All Programs
PRED.	07/01/2019	06/30/2023	16.10	All	All Programs
PROV.	07/01/2023	06/30/2026	16.10	All	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), subawards and flow-through funds.

ORGANIZATION: Chicanos Por La Causa

AGREEMENT DATE: 6/29/2020

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:
FICA, WORKERS COMPENSATION, HEALTH INSURANCE, AND UNEMPLOYMENT INSURANCE.

The Head Start indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF PI HS 08-03) dated 5/12/2008, which precludes using any Head Start grant funds to pay any part of the compensation of an individual either as a direct cost or any pro-rata as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. As of January 1, 2019 the rate of compensation for an Executive Level II is \$192,300 per year.

PREDETERMINED RATES

Upon receipt of any Federal awards that may significantly impact the existing rates, you must contact CAS immediately, as rate adjustments may be required. In addition, predetermined rates cannot be used for Federal cost reimbursement contracts. Therefore, if you receive a Federal cost reimbursement contract, you must also notify CAS immediately.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/22, will be due no later than 12/31/22.

ORGANIZATION: Chicanos Por La Causa

AGREEMENT DATE: 6/29/2020

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Chicanos Por La Causa

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/29/2020

(DATE) 2020

HHS REPRESENTATIVE:

Jeffrey Warren

Telephone:

(415) 437-7820

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 86-0185552

DATE:11/16/2021

ORGANIZATION:

FILING REF.: The preceding agreement was dated 07/13/2015

Maricopa County Community College District

2411 West 14th Street
Tempe, AZ 85281-6941

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: Facilities And Administrative Cost Rates

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2020	06/30/2024	50.00	On-Campus	All Programs
PRED.	07/01/2020	06/30/2024	23.20	Off-Campus	All Programs
PROV.	07/01/2024	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2024.

*BASE

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

ORGANIZATION: Maricopa County Community College District

AGREEMENT DATE: 11/16/2021

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s) the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:

FICA, WORKERS COMPENSATION, MEDICARE, HEALTH/DENTAL/LIFE INSURANCE, ACCIDENT/DISABILITY INSURANCE, UNEMPLOYMENT INSURANCE, AND RETIREMENT.

The four year extension of the indirect cost rate was granted in accordance with 2 CFR 200.414(g).

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/23, will be due no later than 12/31/23.

ORGANIZATION: Maricopa County Community College District
AGREEMENT DATE: 11/16/2021

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected program, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Maricopa County Community College District

(INSTITUTION)

KB Grano

(SIGNATURE)

Kimberly B. Grano

(NAME)

Tularem Chief Financial Officer

(TITLE)

11/29/2021

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S Digitally signed by Arif M. Karim
Date: 2021.11.22 10:10:15 -0600

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

11/14/2021

(DATE) 4215

HHS REPRESENTATIVE:

Karen Wong

Telephone:

(415) 437-7820

Mountain Park Health

DocuSign Envelope ID: B6BF4B32-F5DA-44E0-A2C9-11F7AE022D61

NONPROFIT RATE AGREEMENT

EIN: 86-0498020

DATE: 01/23/2023

ORGANIZATION:

FILING REF.: The preceding agreement was dated

Mountain Park Health
Center
3003 N. Central Ave.,
Suite 1600
Phoenix, AZ 85012

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PROV.	07/01/2023	06/30/2026	24.00	All	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations) and subawards.

ORGANIZATION: Mountain Park Health Center

AGREEMENT DATE: 01/23/2023

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:

FICA, WORKERS COMPENSATION, HEALTH/LIFE/DENTAL INSURANCE, UNEMPLOYMENT, RETIREMENT, VACATION, HOLIDAY, SICK LEAVE AND OTHER PAID ABSENCES.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 11/30/2024, will be due no later than 05/31/2025.

ORGANIZATION: Mountain Park Health Center

AGREEMENT DATE: 01/23/2023

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Mountain Park
Health Center

(INSTITUTION) DocuSigned by:

John Swagert, MD

(SIGNATURE)

John Swagert, MD

(NAME)

CEO

(TITLE)

2/20/2023

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S
Digitally signed by Arif M. Karim
Date: 2023.02.17 12:36:16 -06'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

01/23/2023

(DATE) 5896

HHS REPRESENTATIVE:

Elmas Martin

Telephone:

(415) 437-7820

Native American Community Health ICR Agreement



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

90 7th Street, Suite 4-600
San Francisco, CA 94103-6705
PHONE: (415) 437-7820
FAX: (415) 437-7823
EMAIL: CAS-SF@psc.hhs.gov

November 22, 2019

Walter Murillo, Chief Executive Officer
Native Health
(dba: Native American Community Healthcare)
4041 North Central Ave., Building C
Phoenix, AZ 85012

Dear Mr. Murrillo:

A copy of an indirect cost rate agreement is being sent to you for signature. This agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and return within ten business days of receipt. The signed agreement should be sent to me by email, while retaining the copy for your files. Only when the signed agreement is returned, will we then reproduce and distribute the agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Therefore, your next proposal based on actual costs for the fiscal year ending 09/30/19, is due in our office by 03/31/20. Please submit your next proposal electronically via email to CAS-SF@psc.hhs.gov.

Sincerely,

Arif M. Karim -S

Digitally signed by Arif M. Karim -S
DN: c=US, o=U.S. Government, ou=HHS,
ou=PSIC, ou=People, cn=Arif M. Karim -S,
2.5.3.942.1.1.20001.1.2095
Date: 2019.11.20 08:01:35 -0600

Arif Karim, Director
Cost Allocation Services

Enclosure

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY EMAIL

ORGANIZATION: Native Health dba: Native American Community
Healthcare

AGREEMENT DATE: 7/21/2021

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:
FICA, HEALTH/DENTAL INSURANCE, AND TAX-SHELTERED ANNUITY.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 09/30/2021, will be due no later than 03/31/2022.

ORGANIZATION: Native Health dba: Native American Community
Healthcare

AGREEMENT DATE: 7/21/2021

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Native Health dba: Native American Community Healthcare

(INSTITUTION)



(SIGNATURE)

Walter Murillo

(NAME)

CEO

(TITLE)

8/10/2021

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - 5
Digitally signed by Arif M. Karim -
Date: 2021.08.02 11:25:58 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

7/21/2021

(DATE) 4843

HHS REPRESENTATIVE:

Lavinia Ha

Telephone:

(415) 437-7820

Nogales Community Development Corporation ICR Agreement

INDIRECT COST NEGOTIATION AGREEMENT

DATE: September 30, 2010

FILING REFERENCE: Replaces Original Agreement Dated May 27, 2008

NON-PROFIT AGENCY:

Nogales Community Development Corporation
PO 421
Nogales, AZ 85628

The indirect cost rates contained herein are for use on grants and contracts with the Federal Government to which Office of Management and Budget Circular A-122 applies subject to the limitations contained in Section II, A. of this agreement. The rates were negotiated by the Nogales Community Development Corporation, Nogales, Arizona and the U.S. Department of Housing and Urban Development in accordance with the authority contained in the Circular.

Section I: Rates

Type	Effective Period			Applicable To
	From	To	Rate*	
Final	7/1/07	6/30/08	27.09	All
Final	7/1/08	6/30/09	20.12	All
Provisional	7/1/09	Until Amended	20.12	All

*Base: Direct salaries and benefits

Section II: General

A. LIMITATIONS: Use of the rates contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rates agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor or allocated to the grantee/contractor via an approved Central Service cost allocation plan were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligation of the grantee/contractor and allowable under the governing cost principles, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rates agreed to herein is not subsequently found to be materially inaccurate.

B. AUDIT: Adjustments to amounts resulting from audit of the indirect cost rate upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. CHANGES: If a fixed or predetermined rate(s) is contained in this agreement it is based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in the organizational structure or changes in the method of accounting for costs which affect the amount of reimbursement from use of the rate(s) in this agreement, require the prior approval of the authorized representative of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowances.

D. NOTIFICATION TO FEDERAL AGENCIES: Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.

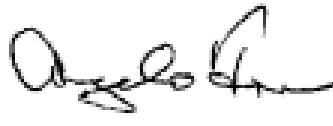
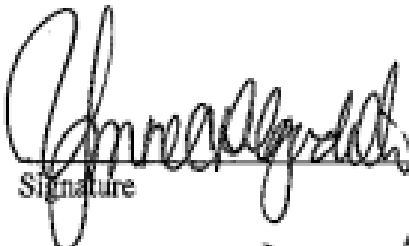
E. SPECIAL REMARKS: Federal programs currently reimbursing indirect costs to this Department/Agency by means other than the rates cited in this agreement should be credited for such costs and the applicable rate cited herein applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.

By the Non-profit Agency:

By the Responsible Agency for
the Federal Government:

Nogales CDC

U.S. Department of Housing and
Urban Development



Signature

Yvonne C. Delgado

Name

Angelo Tom

Name

Executive Director

Title

Director, Program Support
CPD Division

Title

9-30-2010

Date

September 30, 2010

Date

ORGANIZATION: North Country HealthCare, Inc.

AGREEMENT DATE: 9/06/2022

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs: FICA Taxes, 401(k) Contribution-Employer Match, Medical, Dental, Vision, Long and Short Term Disability, Unemployment, Life, and Workers' Compensation Insurance.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/21, has been received.

ORGANIZATION: North Country Health Care, Inc.

AGREEMENT DATE: 09/06/2022

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

North Country HealthCare, Inc.

(INSTITUTION)



Digitally signed by Anne Newland
DN: cn=Anne Newland, o=North Country HealthCare,
ou=North Country HealthCare, c=US
Date: 2022.09.22 13:05:07 -04'

(SIGNATURE)

Anne Newland, MD, MPH

CEO

(NAME)

9/22/2022

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S Digitally signed by Arif M. Karim -S
Date: 2022.09.06 23:33:09 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

9/06/2022

(DATE) 5025

HSE REPRESENTATIVE: Lavinia Ha

Telephone: (415) 437-7820

NEGOTIATED INDIRECT COST RATE AGREEMENT

NON-FEDERAL ENTITY:
Phoenix Indian Center, Inc.
4520 N. Central Avenue, Suite 250
Phoenix, AZ 85012

EIN: 86-6006566

DATE: 7/18/2022
FILE REFERENCE: This
replaces the agreement dated
3/6/2021

The indirect cost rate(s) contained in this Agreement are for use on grants, contracts, and other agreements with the Federal Government. This Agreement was negotiated by **Phoenix Indian Center, Inc.** (non-Federal entity) and the **U.S. Department of Labor** in accordance with the authority contained in the Federal Acquisition Regulation (FAR) for commercial entities, or Title 2 of the Code of Federal Regulations, Part 200 for nonprofit and state/local entities. This Agreement is subject to the limitations in Section II, A, below.

When applicable, the rates presented in this Agreement may only be applied to: (1) cost-reimbursement contracts and (2) actual costs for materials in time-and-materials (T&M) contracts. Any indirect rates for labor costs in T&M, labor-hour and fixed-price contracts must be negotiated with the Contracting Officer during pre-award in accordance with FAR Part 15.404-1(c).

SECTION I: RATES

<u>TYPE</u>	<u>APPROVAL</u>	<u>FROM</u>	<u>TO</u>	<u>RATE</u>	<u>BASE</u>	<u>LOCATION</u>	<u>APPLY TO</u>
Indirect	Final	07/01/2020	06/30/2021	11.13%	MTDC-2	Loc-1	AP-1
Indirect	Provisional	07/01/2021	06/30/2022	17.37%	MTDC-2	Loc-1	AP-1
Indirect	Provisional	07/01/2022	06/30/2023	11.13%	MTDC-2	Loc-1	AP-1

(SEE SPECIAL REMARKS)

BASE

MTDC-2: Total direct costs excluding emergency assistance, purchase of lease of equipment, and participant allowances/support costs.

LOCATION

Loc-1: All Locations

APPLY TO

AP-1: All Programs

TREATMENT OF FRINGE BENEFITS: Fringe benefits are specifically identified to each employee and/or are charged individually as direct or indirect cost (as applicable). See Special Remarks section of this Agreement for more details.

TREATMENT OF PAID ABSENCES: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

SECTION II: GENERAL

A. LIMITATIONS:

Use of the rate(s) contained in the Agreement is subject to all statutory or administrative limitations and is applicable to a given Federal award or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:

1. No costs other than those incurred by the non-Federal entity or contractor were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the non-Federal entity and allowable under the governing cost principles.
2. The same costs that have been treated as indirect costs have not been claimed as direct costs.
3. Similar types of costs have been accorded consistent treatment.
4. The information provided by the non-Federal entity or contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate by the Federal government. In such situations, the rate(s) may be subject to renegotiation at the discretion of the Federal government.
5. The rates cited in this Agreement are subject to audit.
6. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in this Agreement should be adjusted to the applicable rate(s) cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
7. Contracts/grants providing for ceilings as to the indirect cost rate(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.
8. Administrative costs consist of all Direct and Indirect costs associated with the management of a non-Federal entity's programs. Non-Federal entities should refer to their contracts/grants terms and specific program legislation for the applicable definition of Administrative Costs and any related limitations.

B. ACCOUNTING CHANGES:

This agreement is based on the accounting system purported by the non-Federal entity or contractor to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval from the Cost & Price Determination Division (CPDD). Such changes include, but are not limited to changes in the charging of a particular type of cost from indirect to direct. Failure

to obtain approval may result in cost disallowances.

C. NOTIFICATION TO FEDERAL AGENCIES:

A copy of this document is to be provided by the non-Federal entity or contractor to other Federal funding sources as a means of notifying them of the Agreement contained herein.

D. DEFINITION OF RATES:

1. Final rate means an indirect cost rate applicable to a specified past period which is based on the actual costs of the period. A final rate is not subject to adjustment.
2. Provisional rate or billing rate means a temporary indirect cost rate applicable to a specified period which is used for funding, interim reimbursement, and reporting indirect costs on Federal awards pending the establishment of a final rate for the period.
3. Predetermined rate means an indirect cost rate, applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
4. Fixed rate means an indirect cost rate which has the same characteristics as a predetermined rate, except that the difference between the estimated costs and the actual costs of the period covered by the rate is carried forward as an adjustment to the rate computation of a subsequent period.

The Special Remarks section of this agreement may include a carry forward amount(s) for the applicable fiscal year(s).

5. G&A rate – If published in Section I, it is the acronym for “General and Administrative” type of indirect expenses. G&A means any management, financial, and other expense which is incurred by, or allocated to, a business unit and which is for the general management and administration of the business unit as a whole.

E. SPECIAL REMARKS:

1. Provisional/Final Rate approval and impact to closeout adjustments:

When seeking initial reimbursement of indirect costs using the provisional/final rate methodology, a provisional proposal must be submitted within 90 days of receiving a Federal award (financial assistance, grants, cooperative agreements, and cost reimbursable contracts) that requires accounting for actual costs incurred. The non-Federal entity or contractor must submit an indirect cost rate proposal within six (6) months after the end of their fiscal year to establish a final rate.

Once a final rate is negotiated, billings and charges to Federal awards must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the non-Federal entity or contractor

may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the non-Federal entity or contractor will be required to reimburse the funding agency for the excess billings.

Non-Federal entities or contractors receiving a Federal cost reimbursable contract(s) - Must adhere with FAR 52.216-7(d)(2)(v), to settle final indirect cost rates typically on an annual basis:

“The contractor shall update the billings on all contracts to reflect the final settled rates and update the schedule of cumulative direct and indirect costs claimed and billed, as required in paragraph (d)(2)(iii)(I) of this sections, within 60 days after settlement of final indirect cost rates.”

In addition, the contractor shall provide to the Contracting Officer the noted cumulative costs schedule within 60 days of the execution of this agreement.

If the non-Federal entity or contractor has completed performance under any of the contracts covered by this Agreement, a final invoice or voucher must be submitted no later than 120 days from the date on which this Agreement is executed, following guidance from FAR 52.216-7(d)(5) and FAR 52.216-7(h).

Non-Federal entities receiving Federal awards (financial assistance, grants, and cooperative agreements) – Note that even if Federal awards are administratively closed prior to the settlement of final indirect cost rates, non-Federal entities still must comply with the following 2 CFR Part 200 clauses stating, in part:

§200.344 Post-closeout adjustments and continuing responsibilities

(a) The closeout of a Federal award does not affect any of the following:

- (1) The right of the Federal awarding agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review. The Federal awarding agency or pass-through entity must make any cost disallowance determination and notify the non-Federal entity within the record retention period.
- (2) The obligation of the non-Federal entity to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

§200.345 Collection of amounts due

- (a) Any funds paid to the non-Federal entity in excess of the amount to which the non-Federal entity is finally determined to be entitled under the terms of the Federal award constitute a debt to the Federal Government.
- (b) Except where otherwise provided by statutes or regulations, the Federal awarding agency will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards (31 CFR parts 900 through 999). The date from which interest is computed is

not extended by litigation or the filing of any form of appeal.

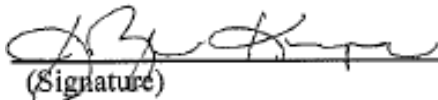
2. Fringe benefits include the following: FICA, health/dental/life insurance, unemployment compensation, workers' compensation, and retirement.
3. Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition. The capitalization threshold for equipment is \$2,500.
4. The indirect salaries approved as part of the Rate/CAP in Section I comply with the applicable ETA TEGL 5-06 and/or Job Corps salary and bonus restrictions.

ACCEPTANCE

BY THE NON-FEDERAL ENTITY:

Phoenix Indian Center, Inc.
4520 N. Central Avenue, Suite 250
Phoenix, AZ 85012

(Non-Federal Entity)



(Signature)

Jolyana Begay-Kroupa

(Name)

CEO

(Title)

07/19/2022

(Date)

**BY THE COGNIZANT AGENCY FOR
INDIRECT COSTS, ON BEHALF OF THE
U.S. FEDERAL GOVERNMENT:**

U.S. Department of Labor
Cost & Price Determination Division
200 Constitution Ave., N.W., S-1510
Washington, DC 20210

(U.S. Federal Government Agency)

VICTOR LOPEZ Digitally signed by VICTOR LOPEZ
Date: 2022.07.18 15:02:22 -0400'

(Signature)

Victor M. López

(Name)

Chief, Cost & Price Determination Division

(Title)

7/18/2022

(Date)

Negotiated By: Dr. James Turkvant
Office Phone: (202) 693-4105
Email: turkvant.james.b@dol.gov

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN:
ORGANIZATION:
Yavapai College
1100 East Sheldon Street
Prescott, AZ 86301-3297

Date: 01/06/2023
FILING REF.: The preceding
agreement was dated
08/16/2018

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)	
	<u>EFFECTIVE PERIOD</u>				
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2023	06/30/2027	28.00	On-Campus	All Programs
PROV.	07/01/2027	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2027.

*BASE

Direct salaries and wages including all fringe benefits.

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are treated as direct costs:

MEDICAL/DENTAL/LIFE INSURANCE, SHORT-TERM/LONG-TERM DISABILITY, AND RETIREMENT.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/26, will be due no later than 12/31/26.

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Yavapai College

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S Digitally signed by Arif M. Karim -S
Date: 2023.01.10 11:47:05 -06'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

01/06/2023

(DATE)

HHS REPRESENTATIVE: Karen Wong

TELEPHONE: (415) 437-7820

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

mail:

Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.