

<b>I. FISCAL SECTION</b>
<b>800. Contract Compliance</b>

The contractor is responsible and accountable for meeting all contract requirements. This includes timely and accurate submission of:

- |                                       |  |
|---------------------------------------|--|
| 1. Progress Reports                   | 5. All scope of work deliverables                              |
| 2. Semi-Annual Activity Report (SAAR) | 6. Documentation for all expenditures                          |
| 3. EARS reporting                     | 7. Responses to State <i>Network</i> inquiries for information |
| 4. Invoices                           |  |

The assigned CM and PM will monitor each contract for responsiveness to the above listed contract requirements. Contractors are to promptly notify their assigned CM or PM if potential problems arise.

The above list of contract requirements must be met for a contractor to be considered compliant with the fiscal and administrative guidelines of a contract. Should it be determined that a pattern of non-compliance with these requirements exists and remedial efforts are ineffective, corrective actions will be taken to improve the performance of the contractor.

Non-compliant and/or underperforming contractors and contractors that inaccurately forecast their budgets may have their budgets reduced to allow growth for other contractors that have a record of good performance and have been accurately forecasting their budgets.

Additional corrective actions may include but are not limited to:

1. Withholding invoice payments
2. Requesting refund of prior payment(s)
3. Not renewing a contract and/or contract termination

Contracts between the CDPH and *Regional Network* projects are established according to the type of agency. Contract timelines are in conjunction with the federal fiscal year (October 1<sup>st</sup> through September 30<sup>th</sup>). Contracts are considered effective **once they are approved by the United States Department of Agriculture (USDA)** and signed by CDPH, the California Department of General Services (DGS) (if over \$75,000), and the contractor's agency. Timelines for individual contracts are defined on the Standard Agreement, STD 213.

It is possible that a contract will not begin on October 1<sup>st</sup> of the fiscal year if there are delays in the procurement process due to budgeting errors or the need for multiple revisions. In this case, the local agency's contract start date may be the date that the contract is signed by CDPH (or DGS, if over \$75,000).

Other examples where a contract start date may not begin on October 1<sup>st</sup> might be a delay in the USDA approval of the *Network's* Annual Supplemental Nutrition Assistance-Education (SNAP-Ed) Plan, or in the event that Congress does not approve the United States' Federal budget in time.

In the examples described above, as in similar scenarios, services performed and costs incurred by local agencies before the contract is effective may **not** be reimbursable.