



MARK B HORTON, MD, MSPH
Director

State of California—Health and Human Services Agency
California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

September 23, 2010

TO: PROJECT COORDINATORS
NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)

SUBJECT: PROGRAM LETTER (PL) #10-08
CONTRACTOR COMPLIANCE

Program Letter #10-08 is being provided to *Network* Contractors as a reminder that each contractor is responsible and accountable for meeting all program and contract requirements. Depending on the specific contract, this includes, but is not limited to, the following: timely and accurate submission of progress reports, Semi-Annual Activity Reports, Education Administrative Reporting System (EARS) online reporting, completion of all Scope of Work deliverables, timely submission of invoices for payment, documentation for all expenditures and subcontracting requirements; State Share Report documentation; and annual audit reports and responses to *Network* inquiries for information.

The above listed requirements must be met in order for a Contractor to be compliant with the fiscal, administrative and programmatic guidelines. Should it be determined that a pattern of non-compliance with these requirements exists and remedial efforts are ineffective, corrective actions will be taken. The following corrective actions may include, but are not limited to:

- Withholding invoice payments;
- Requesting refund of prior payment(s);
- Reducing a contract term from three years to a lesser probationary period of one year;
- Not renewing a contract;
- Contract budget reductions. The funds released may be used to fund growth for other contractors that have a record of good performance and accurately forecast their budgets; and
- Contract termination.

Project Coordinators
Page 2
September 23, 2010

As stated above, these requirements are incorporated by reference in this provision of the contract, Exhibit E, paragraph 1, entitled Additional Incorporated Exhibits and are also located within the State Share Budget(s) (Signed and approved as final by the contractor), Local Incentive Award Program Guidelines Manual, *Network* Program Letters and any revisions thereto and United States Department of Agriculture SNAP-Ed Plan Guidance.

Should you have any questions, please feel free to contact and work directly with your assigned Contract and/or Program Managers to ensure contract deliverables are completed and submitted timely. We are here to assist you and to ensure a successful Program with the continuation of our shared goal of serving the SNAP-Ed communities of the State of California.

Sincerely,



Kathleen H. Acree, MD, JD, MPH, Chief
Cancer Control Branch
Network for a Healthy California